ARTICLE 25
ACADEMIC LEAVE

25.1 Academic Leave. The following provisions shall govern academic leave for Faculty Members except sections 25.1.3.3 through and 25.1.3.5, which apply exclusively to Librarians.

25.1.1 Academic leave is one of the primary means through which professional development can be encouraged and cultivated for Faculty Members. Academic leave may be granted by the Provost, for purposes of promoting individual Faculty development that promises to serve the academic interests of the University. Academic interests here mean promotion of excellence in the production and/or dissemination of knowledge. The granting of academic leaves shall not be determined solely by financial considerations.

The number of academic leaves approved during the 2012-2013, 2013-2014, and 2014-2015 academic years (for leaves to be taken during the 2013-2014, 2014-2015, and 2015-2016 academic years) shall, each year, not exceed ten percent (10%) of the Bargaining Unit.

25.1.2 Filing of Leave Request. Except in emergency or unusual cases, Faculty Members applying for academic leave shall file requests at the Academic Unit level, or with the Library Administrator, by October 31 of the year preceding the academic year in which the proposed leave will occur. The specific leave option must be indicated in the October 31 request and may be changed after that time only at risk of disapproval.

25.1.3 Guidelines for Academic Leave Applications. Applications for academic leave shall include a plan for use of the time, and rationale that is consistent with the academic interests of the University as defined in Subsection 25.1.1.

All applications shall be submitted electronically on a standard form to be created and published by the Provost. The form and its contents will also be consistent with the same academic interests that have been found in Subsection 25.1.1. The form is intended to make application
and evaluation for leave more consistent across the University and over time. The form may not introduce or expand criteria for evaluation. Failure to use and adhere to the standard form’s requirements may result in denial of the leave request.

25.1.3.1 Applications for academic leave for Faculty Members shall be discussed and evaluated by Academic-Unit-level Faculty Members (and also, for the College of Medicine only, adjunct, affiliated and volunteer Faculty) according to the following guidelines.

(a) Each Academic Unit shall democratically determine how its review will be conducted, including whether there shall be separate recommendations from the Academic Unit faculty and the Academic Unit Head, or whether there shall be a single recommendation from the Academic Unit written by the Academic Unit Head with input from the Academic Unit faculty.

(b) Academic unit level discussion shall address means of implementation of the leave as regards the applicant’s teaching responsibilities and supervision of students.

(c) Evaluative criteria shall include the quality of the proposal and its potential contribution to the applicant’s professional development and academic performance.

(d) The applicant’s choice of leave option shall in no way prejudice or adversely affect the evaluation of the application.

25.1.3.2 The evaluations and recommendations of the Academic Unit faculty and/or Academic Unit Head shall be submitted to the Dean or appropriate administrator, who shall forward all of them, with his or her recommendation, to the Provost. A Faculty Member shall have the right to withdraw a request for academic leave at any time.
25.1.3.3 Applications for academic leave for Librarians shall be discussed and evaluated by the Librarians RPT Committee prior to the Library Administrator's recommendation and according to the following guidelines.

25.1.3.4 The Librarians RPT Committee shall review and evaluate in a timely manner all applications for academic leave. Evaluative criteria employed shall include the quality of the proposal, and its potential contribution to the applicant's professional development and job performance. The applicant's choice of leave option shall not prejudice or adversely affect the evaluation of the application.

25.1.3.5 The Librarians RPT Committee shall submit a recommendation on all leave applications to the appropriate Library Administrator. The Library Administrator shall forward to the Dean or Provost, as appropriate, all requests for academic leave with his or her recommendation. A Librarian shall have the right to withdraw a request for academic leave at any time.

25.1.3.6 Negative recommendations shall be in writing, and shall include the rationale for the denial. The applicant shall be copied on any negative recommendation.

25.1.4 Academic Leave Options. After six years of full-time service, Faculty Members may take academic leave according to the following options:

25.1.4.1 A leave of two (2) semesters at one half (50%) academic base salary; or, for those Faculty Members whose service consists of 12-month contracts, a leave of one (1) year at one half (50%) academic base salary.
25.1.4.2 A leave of one (1) semester at full academic base salary. Faculty Members on 12-month contracts may take six (6) months of academic leave, consecutive or otherwise, at full academic base salary.

25.1.4.3 A leave of four (4) months (as appropriate to the Academic Unit), consecutive or otherwise, at full academic base salary.

25.1.4.4 Total leave time must be completed before eligibility for future leaves shall begin to accrue.

25.2 Guidelines for Academic Leaves.

25.2.1 Upon completion of the academic leave, the Faculty Member shall submit to the Academic Unit Head or appropriate administrator and Dean, a written summary detailing attainments in relation to the proposal and assessing the leave in terms of professional development. Individuals are expected to share with colleagues (e.g., through seminars, exhibitions, performances, report to Academic Unit Faculty, etc.) their accomplishments during the academic leave.

25.2.2 A person granted leave shall not, except by permission of the Board on recommendation of the President, accept additional remuneration (including, for example, pay for employment outside the University, consulting fees, administrative stipends, pay for overload teaching, and extra compensation from grants) during the leave period beyond the base salary paid him or her by the University; however, a Faculty member may receive honoraria, prizes, awards, or stipends associated with honorary fellowships (such as Fulbrights and Tafts), provided such stipends do not constitute fees for service.

25.2.3 A person on leave shall receive any salary increase, promotion, or indefinite tenure which would have been received had the person remained in residence.

25.2.4 Except where an earlier retirement is approved by the Administration, all leaves shall be granted on the condition
that recipients are obligated to return to the University for at least one academic year immediately following the period of leave.

25.2.5 A person on academic leave shall receive all benefits to which he or she would have been entitled if not on leave. All benefits which are based on salary, except retirement, shall be calculated on the academic base salary which the person would receive if he or she were not on leave. Contributions for retirement shall be based on the percentage of academic base salary paid by the University during the leave. If full academic base salary is not paid, the Faculty Member may at his or her option raise all salary-based benefits, except retirement, to their full level upon payment by the individual of the costs thereof. Retirement contributions may be raised to their full level, subject to restrictions of the appropriate retirement plan. Payment arrangements must be made with the Benefits Division.