

PROVOSTAL APPROVAL OF ACADEMIC LEAVES University of Cincinnati

Academic Leave is a privilege granted to qualified members of the faculty upon request through the procedure described in Article 25 of the UC/AAUP Agreement. This document is intended as a supplement to the Agreement for the purpose of clarifying the basis on which requests are approved in the Provost Office.

In general, Academic Leave should encourage and cultivate individual faculty development that promises to serve the academic interests of the University through the promotion of excellence in the production and/or dissemination of knowledge.

Thus, requests for Academic Leave should include a carefully written proposal that explains the project to be undertaken during the Academic Leave and its value to the faculty member, the academic unit, and the University. The proposal must describe:

- how the project is consistent with the academic interests of the university and the mission of the college;
- how the accomplishments of the leave will promote excellence in the production and/or dissemination of knowledge and what the work product of the leave will be;
- how the research, scholarship, or creative work to be undertaken differs from what is typically considered part of the normal workload of the faculty member;
- how time will be spent while on academic leave. For example, if travel is involved, the plan should detail where, when, and why;

It is our expectation that the review of Academic Leave proposals at various levels, including those by the unit, dean, and provost, will take into consideration various factors including, but not limited to:

- the ability of the faculty member to carry out the proposed project;
- the work product that is the expected outcome of the leave;
- the quality of the proposal and its potential contribution to the applicant's professional development and academic performance, as well as the mission of the academic unit and the college;
- the accomplishments of the faculty member while on previous Academic Leaves.
- how the teaching and service responsibilities of the applicant will be covered during the period of the leave.

Recommendations for Academic Leave must include the following:

- A letter from the dean and a separate statement from the dean indicating whether or not the past leave was worthwhile and accomplished its purpose.
- A letter from the academic unit head;
- A record of review at the unit level (please note 25.1.3.1 of the UC/AAUP Agreement);
- The candidate's proposal;
- The candidate's current CV;
- The candidate's report on the last Academic Leave including the date of the leave.