

LEAVE APPLICATIONS

The College of Arts and Letters currently grants research leaves within the guidelines stipulated by the *Academic Articles* (III.11). The University does not subscribe to a rigid schedule of leaves, and leaves are not earned simply as a result of a faculty member's employment for a given period of time. The College encourages all teaching-and-research (T&R) faculty to apply for research leaves on a regular basis.

Every faculty member who intends to go on leave in the following year must file a leave application with the chairperson of the department. This is true if the leave is a result of a contractual agreement, renewal, administrative service, or a proposed research leave. We strongly recommend that faculty within subareas of departments confer with one another on a regular basis to plan for course coverage.

All requests for leave require the completion of a leave application. Included must be:

- Form L;
- Statement of leave history at Notre Dame;
- Concise description of the leave project outlining the project's significance, history, methods, time frame, and plans for dissemination (2-3 pages); Applicants may substitute a current fellowship proposal submitted to an external agency for the leave statement.
- Report on the most recent leave;
- Letter from the department chairperson;
- Detailed statement of applications for external funding (if applicable), and a recent C.V.

All leaves, except those that are contractual or administrative, must have a competitive proposal and at least two applications for external funding to cover salary. Applications that do not meet these criteria are routinely denied.

Faculty members should consult with ISLA before submitting a leave application or applying for external funding.

1.6.2. LEAVE DEADLINES

Leave application packets for 2010-2011 are due in chairpersons' offices on September 14, 2009 and in the Associate Dean for your division on October 5, 2009. Leave application forms are available in each departmental office. Additional copies may be obtained from the Dean's Office. A sample form is included in Appendix F.

1.6.3. LEAVES FOR NEW FACULTY

Assistant professors whose contracts are renewed for a second term will normally receive a one-semester paid leave or a full year at half salary during their second probationary period. They must, however, follow the same procedures as anyone else applying for leave (including the submission of at least two major external funding proposals). Assistant professors who win a significant grant (see below) will receive a full year's leave at full salary and the leave will not count as a University-supported leave (see below).

Assistant professors who receive significant outside funding for a leave before renewal remain eligible to apply for either a second externally supported leave or a University-funded leave during their second probationary period. However, faculty members are not permitted to take a University-funded leave immediately following an externally-funded leave. They must return to the University for at least two semesters of full-time teaching before assuming a University-funded leave. Except in unusual circumstances, external grants may not be combined with University-supported leave in order to extend the leave period beyond a year.

Untenured faculty have the option to stop the tenure clock one time for a research leave. This is not mandatory; it is an option. A member of the faculty who

exercises this option will come up for tenure in the seventh year of their Notre Dame career (although it will only be counted as the sixth). This is the case whether the leave is for one semester or for an academic year. The option may be taken by marking the appropriate box on the front of the leave application. Faculty who were hired prior to Fall 2005 come under the jurisdiction of the old policy (which allowed for the clock to be stopped twice for research leaves).

Associate and full professors who have recently joined the University are eligible for an initial University-funded leave after six or more semesters of teaching at Notre Dame, unless a course reduction or leave of some kind had already been part of the faculty member's negotiations upon joining the University. As is true with all other research leaves, this requires a solid research project and two external grant applications.

1.6.4. POST-TENURE LEAVES

If an assistant professor wins a major external fellowship or two course buyouts for their guaranteed leave in the second probationary period, he/she remains eligible for a post-tenure leave a year after promotion to the rank of associate professor with tenure. To be eligible, a faculty member must apply to a minimum of two funding agencies for major grants and have a viable research project. Following this leave, the faculty member will be eligible for a University-supported leave after every ten semesters of teaching.

If an assistant professor does not win a major fellowship or two course buyouts to support their guaranteed post-renewal leave, he or she is eligible for a second University supported leave after ten semesters of teaching, e.g., if a member of the faculty takes a leave in the fourth year, he or she would be eligible for a University supported leave in the tenth year.

1.6.5. LEAVES FOR CONTINUING FACULTY

Continuing Notre Dame faculty members will be considered for University-funded leaves if they submit a strongly competitive proposal to take a research leave after ten or more semesters of teaching since their most recent University-funded leave. Only under exceptional circumstances will University-funded leaves be granted sooner than after six semesters of teaching at the University or sooner than after ten semesters of teaching since the previous University-funded leave. These applications must also be accompanied by two applications for external support.

An externally-supported leave does not count against the ten semester clock for a University-funded leave. For example, if a tenured faculty member receives a major fellowship after six semesters of teaching since the previous leave, the ten semesters of teaching that are expected before the next University-funded leave would include the six semesters before the faculty member obtained outside funding. This means that after four additional semesters of teaching, the faculty member is eligible for a University-supported leave. In this way, a faculty member who wins a major grant can enjoy two supported research leaves in a seven-year period, alternating between a leave funded by a fellowship (and supplemented by the University) and a leave funded directly by the University.

Faculty members are normally not permitted to take a University-funded leave immediately following an externally-funded leave or to take a leave supported by an external source immediately after a leave funded by another external agency. Faculty are expected to return to the University for at least two semesters of full-time teaching before submitting a new leave application, and must do so before they are eligible for a University-supported leave. Any exceptions must be approved by the Dean of the College.

1.6.6. EXTENDED LEAVES FOR MULTIPLE GRANTS

Some faculty members win multiple major, externally-funded grants in a single competition. In cases where a faculty member wins two or more major externally funded grants, the College will allow him or her to extend a full year leave at full salary to 18 months, provided that one of the funding agencies will permit the faculty member to stagger the award and receive it in the second year. So, for example, if a member of the faculty won both an ACLS and a NEH, he or she might accept the ACLS for August-May and the NEH for January-December, holding both awards during the period of January to May. The funding from both agencies must remain intact in order for faculty to qualify for this special arrangement. These extensions are considered exceptions to the standard policy and require the approval of the department chairperson and the Associate Dean for the faculty member's division.

Faculty who receive 18 months of leave must return to the University of Notre Dame for 18 months or repay all of the University contributions during their leave. It is important that the faculty member ensure that the funding agencies approve of such an arrangement in advance.

1.6.7. ADMINISTRATIVE LEAVES

Department chairpersons, deans and associate deans who serve for a full three-year term are eligible for a one-semester administrative leave after their term expires or two semesters leave at the conclusion of two terms. Administrators may not accumulate more than two semesters of leave time without explicit written permission from the Dean or the Provost. In those rare cases where more than two semesters have been collected and approved, normally no more than two semesters may be taken in sequence.

Earned administrative leaves are considered separate from the normal ten semesters requirement for T&R faculty. A chairperson may not double count the time served as chairperson as time served as a member of the T&R faculty. For example, if a chairperson taught for four semesters after a University-supported

leave before becoming the chairperson of a department and then served two three-year terms as chairperson, the chairperson would have two semesters of administrative leave and four semesters of the required ten for a routine University-supported leave, but could not count the six years of administrative service towards the ten semester teaching requirement.

1.6.8. CRITERION FOR AN EXTERNALLY-SUPPORTED LEAVE

Award targets for externally funded leaves are \$30,000-40,000 for assistant and associate professors and \$50,000 for full professors. In the case of major grants of \$30,000 or more, the University will normally supplement the faculty member's stipend to provide a full year leave at full salary. If a faculty member receives a grant for substantially less than the target amount (e.g. \$20,000), we will consider granting the full year's leave at full pay, but ordinarily will count the leave as a University-supported leave.

1.6.9. LEAVES FOR FACULTY WITH COURSE BUYOUTS

Some faculty, particularly those in the social sciences, may routinely win grants whose budgets explicitly provide salary support that is paid to the College in exchange for a reduction in the normal number of courses taught (course buyouts). The same faculty may find it difficult to win fellowships that provide academic year salary. The College does not treat course buyouts as equivalents to fellowships for the purposes of determining leave eligibility. The following is intended to clarify the College policy for leaves based on course buyouts.

To be eligible for a leave using course buyouts, a member of the faculty must have taught for at least ten semesters and a minimum of 15 courses since the last University-supported leave. If a member of the faculty has taught for five years and has had one course buyout a year for each of the five years, he or she would have met the minimum requirements of ten semesters and 15 courses and is eligible to apply for a University-supported leave. If the faculty member has had two course buyouts per year over ten semesters, the faculty member would have

taught ten courses and will need to teach five more before being eligible. Finally, if the faculty member has not won grants that provide for course buyouts on a routine basis, he or she must teach for the full ten semesters, the same requirement as is true for faculty who apply for fellowships. In other words, the ten semester principle applies equally to University-supported leaves based on fellowships and University-supported leaves based on course buyouts.

After a minimum of ten semesters and 15 courses, a member of the faculty is eligible to apply for leave provided that he or she has applied for two grants containing provisions for course buyouts. The applications must have been made within a two-year span of time counting from the time of the leave, e.g., a faculty member might apply for a grant in year four and for another grant or a resubmission of the grant in year five of their eligibility clock. If the faculty member wins (a) grant(s) that provides for two course buyouts for the year of the leave, he or she may combine them with the University supported leave for a full year of leave at full salary. If the faculty member wins a grant that provides for one course buyout during the leave year, the faculty member will have a 0/1 or 1/0 teaching load for the year at full salary. If the faculty member does not win a grant that provides for a course buyout, he or she may take a University supported leave of one semester at full salary or the full year at half salary.

All leaves based on course buyouts are considered University-supported leaves. In most cases, a portion of the funds from course buy-outs will be used to fund replacement teaching in the department from which the course has been lost.

1.6.10. LEAVE APPROVALS

Chairpersons should forward leave applications with a cover letter explaining the nature of the requests [contractual, administrative, eligible for University supported leaves, and not eligible for University supported leaves (i.e., early)] to the associate dean for their division. In addition to indicating whether each application for research leave warrants support on its merits, the chair should

explain how departmental teaching and mentoring obligations will be covered (with existing faculty), should all the leaves submitted (including contractual and administrative leaves) be approved. If more than one faculty member from the same area of specialization requests a leave in the same year, it may be necessary to recommend against one or more applications for that year. Final decisions on leave requests are made by the Provost and the President upon recommendation of the divisional associate deans.

Eligible faculty members who receive major fellowships to underwrite sabbatical-year salary will normally receive approval for a leave. Faculty members in good standing who request an unpaid leave of absence in order to conduct research will normally receive approval for such requests.

1.6.11. LEAVE NOTIFICATION

The official notification of a leave approval comes from the Provost's Office. Faculty members automatically eligible for a University-supported leave will ordinarily be notified in the first part of the Spring semester. Applicants dependent on external funding will be notified as soon as possible after ISLA receives notification of the award, or, if unsuccessful in securing funding, after the awards cycle is complete. Faculty members under review for renewal who have applied for a leave will be notified after renewal decisions are announced. In cases where renewal was denied, the leave application is denied.

1.6.12. LEAVE OBLIGATIONS

In accepting a sabbatical leave, faculty members agree to adhere to the University's Outside Activities Policy during the period of the leave (<http://facultyhandbook.nd.edu/university-policies/outside-activities>). Further, they agree, as outlined on form L, to return to the University for a full academic year on completion of the leave. If they do not, they are obligated to repay the University the cost of their salary and/or benefits including the amount of contribution to the 403(b) plan and premiums for health insurance for the previous

year that the University supplied during the leave. In the case of an 18-month leave, the faculty member is required to return for 18 months as stated above or is liable for the same expenditures over the 18 months.

1.6.13. LEAVE REPORTS

At the termination of the leave, and no later than three months after returning to the University, the faculty member will submit a Leave of Absence Final Form to the Office of the Provost. A copy should be sent to the associate dean for his/her division. Copies of LOA Final Form can be obtained from the Office of the Provost.

1.6.14. COURSE REDUCTIONS AND LEAVES

If a member of the faculty has a course reduction and takes a one-semester leave, the course reduction is counted during the semester the faculty member is on leave. (For example, if a faculty member has a course reduction for editorial work on a journal and goes on a University-supported leave in the Fall semester, she will offer two courses in the Spring semester.) Course reductions do not roll forward from one year to the next as a result of a leave.

1.6.15. LEAVE FUNDING

Funding agencies often route awards directly to the University of Notre Dame. The faculty member receives her or his normal paycheck and benefits from the University. Faculty members should contact ISLA immediately upon notification of an external grant for assistance in finalizing budget paperwork and setting up accounts.

In cases where the awarding agency prefers to pay the faculty member directly, the faculty member should contact ISLA to arrange for continuation of salary and benefits. In some cases the College will reduce the faculty member's salary and benefit contributions equal to the amount of the external award. We recommend that the faculty member also consult the University Tax Director for personal

income tax issues related to external funds not paid directly to the University. The Tax Director is familiar with the IRS requirements and has worked with many faculty members regarding these fellowships.

1.6.19. LEAVES TO TEACH AT ANOTHER INSTITUTION

Under normal circumstances, we discourage leaves to teach at another institution. Exceptions to this principle include prestigious fellowships or lectureships that would clearly advance a faculty member's career or an invitation to teach in a graduate program for faculty in departments without graduate programs. We do not normally grant permission to teach at an institution that is ranked lower than Notre Dame. It is expected that the host institution will be responsible for salary and benefits.

Ordinarily, requests for leave to accept a visiting appointment during the following academic year must be submitted to the Dean's Office no later than March 1.

1.6.20. LEAVES TO CONSIDER ANOTHER POSITION

Leaves to consider another position are not ordinarily approved. Exceptions are determined individually.

1.6.21. FMLA AND NOTRE DAME MEDICAL LEAVES

Full Time Regular Faculty

The university provides the benefits of the federally legislated Family Medical Leave Act (FMLA) to faculty for the care of their own serious health condition or to care for the serious health condition of a spouse, child or parent. FMLA allows up to 12 weeks of unpaid leave in a twelve month period. The university calculates the FMLA benefit on a rolling calendar.

Faculty needing leave under FMLA should contact Human Resources at 631-5900. More information about FMLA benefit is available at <http://facultyhandbook.nd.edu/university-policies/fmla>.

Maternity –Related Teaching Relief

A faculty member whose due date for the birth of her child is any time during the semester is relieved from all teaching responsibilities during that semester. Contact the Associate Dean for Faculty Affairs to request teaching relief. When a faculty member's due date falls outside of a semester, she should contact the Associate Dean for Faculty Affairs regarding whether she will be relieved from teaching responsibilities. Any faculty member relieved of teaching responsibilities under this policy may be assigned other service and administrative responsibilities during the period when the faculty member is not on family and medical leave but is relieved from teaching.

.Faculty members who take family and medical leave for reasons unrelated to childbearing should contact the Office of the Provost regarding whether they will be relieved from teaching responsibilities during those portions of a semester that they are not on family and medical leave.

Primary Caregiver Extension

As specified in the Faculty Handbook, the probationary period of an untenured member of the teaching and research faculty is extended one year in connection with the arrival of the faculty member's newborn or adopted child if: (1) the faculty member, preferably before the child's arrival but no later than six months after arrival, elects such an extension by notifying the departmental chairperson, in writing, that the faculty member intends to act as the child's primary caregiver during the year following the child's arrival and (2) the faculty member acts as the primary caregiver during the year following the child's arrival.

Faculty members who become eligible to take a primary caregiver extension during their first three-year appointment may elect to apply the extension to their first three-year appointment or they may defer such extension and, if reappointed, apply it to the second three-year appointment period. Nothing in this policy entitles a faculty member to any reappointment and, when a faculty member chooses to defer the extension until the second three-year appointment but is not reappointed, the extension is lost. In no event are the probationary periods specified in article III, section 5(a) increased under this policy or any other policy more than a total of two years.

Graduate Students

As of Fall 2006, the University now has a policy in place to allow graduate students to take temporary leave from their academic duties for medical reasons, including child birth. Students are eligible for up to six weeks of leave for “serious medical conditions,” including child birth or other medical situations which lead to multiple days of hospitalization or a minimum of ten calendar days of inability to work. Information about this policy is available at <http://ame.nd.edu/graduate/ghb09-10/medleave.html>