

ARTS AND LETTERS LEAVE POLICY-2016-17

Leave Applications

The College of Arts and Letters currently grants research leaves within the guidelines stipulated by the *Academic Articles* (III.11). Teaching and Research (T&R) faculty are encouraged 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 whether 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. **NOTE: Faculty in their terminal year are not eligible for a leave.** A complete leave checklist is found at http://al.nd.edu/staff/#forms_and_policies_faculty

All research leaves must have a competitive proposal and at least two applications for external funding to cover salary. **Applications to University Institutes or Programs (e.g. the Notre Dame Institute for Advanced Study, the Kroc Institute, or the Kellogg Institute) are not considered applications for external funding.** NOTE: Leave applications that do not include at least two applications for external funding or meet the other policies listed above are routinely denied.

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

Leave Deadlines

Leave application requests for 2017-2018 are due in chairpersons' offices on September 9, 2016 and should be forwarded by the department to the divisional Associate Dean by October 14, 2016. Check with your departmental administrative assistant for the most up-to-date leave form and checklist.

Leaves for Assistant Professors

Assistant professors whose contracts are renewed for a second term will normally receive either a one-semester paid leave or a full year at half salary during their second probationary period. Assistant professors may choose between a one-semester paid leave or a full year at half-salary. 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 or a second externally-funded leave. Except in very unusual circumstances, external grants may not be combined with a University-supported leave in order to extend the leave period beyond a year. Assistant professors are strongly advised to consider the importance of developing a successful and substantive teaching record at Notre Dame prior to tenure review in planning research leaves.

Post-tenure leaves:

If an assistant professor wins a major external fellowship or two course buyouts for his or her guaranteed leave in the second probationary period, he/she remains eligible for a post-tenure leave 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. In addition, he or she must have taught for at least four semesters following any previous leave. Following this post-tenure 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 their tenth year.

Leaves for Tenured Faculty

Notre Dame T-TT 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. An internally funded grant (e.g. as awarded by a University Institute such as the Kroc Institute or the Institute for Advanced Study) of \$30,000 or more will normally be supplemented to allow for a full year of leave. However, leaves in these cases are considered University-funded leaves.

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 the University or another external agency. Faculty are normally expected to return to full-time teaching at the University for at least four semesters before executing any other leave. Exceptions are only permitted under special circumstance and must be approved by the Dean of the College.

Leaves for Associate and Full Professors Who Have Recently Joined the Faculty

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.

Extended Leaves for Multiple Grants

Some faculty members win multiple major, externally funded grants in a single competition cycle. In such cases, the College will permit a member of the faculty 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 faculty member won both an ACLS and a NEH, he or she might accept the ACLS for August-May and the NEH for January-December. 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. Exceptions will not be granted if the proposal to fund an extension of the leave was submitted after an award notification has already been received for the first year of leave.

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.

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 a full-year paid 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 semester requirement for T-TT faculty. A chairperson may not double count the time served as chairperson as time served as a member of the T-TT 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.

Administrative leave applications do not require applications for outside funding. However, administrators returning to the faculty are strongly encouraged to explore available sources of research funding.

Salary Award Targets for Externally-Supported Leaves

Salary award targets for externally funded leaves are \$30,000-\$40,000 for assistant and associate professors and \$50,000 for full professors. The targets are minimum levels for salary and benefits in most cases (if the funding agency does not cover benefits, the full amount is applied to salary.) Direct costs (research materials, travel, staff or student wages, etc.) do not count toward the target. In the case of a grant that meets the salary targets defined for each rank, 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, the Dean will consider granting the full year's leave at full pay, but if the leave is granted, it will count as a University-supported leave.

If an assistant professor is eligible for a leave after renewal and receives a major grant with substantial indirect cost recovers (F&A) for the College from a source that does not cover academic year salaries, the indirect costs may be used to meet the salary award target.

Requests to apply indirect costs to the leave salary target will be considered by the Associate Dean for Research on a case by case basis.

Leaves for Faculty with Course Buyouts

Some faculty may 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 College treats course buyouts as equivalent to fellowships for the purposes of determining leave eligibility. In other words, if a faculty member receives a grant (or combination of grants) that provides externally funded course buy-outs for at least two classes within a single academic year and the amount provided meets or exceeds the thresholds specified in 1.6.8, then the faculty member can instead be awarded a full-year of leave at full salary, subject to the policies and considerations discussed herein (see especially sections 1.6.5 and 1.6.8). These leaves are not treated as University-supported leaves.

Leave Application Process

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 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. Faculty members who receive major external fellowships to underwrite sabbatical-year salary will normally receive approval for a leave.

Unpaid leaves are generally discouraged, but faculty members in good standing may request an unpaid leave of absence, especially to conduct research. Under normal circumstances, a faculty member may take no more than two semesters of unpaid leave

during a five-year period. Exceptions are only permitted under special circumstance and must be approved by the appropriate divisional associate dean.

Leave Approval Process

For faculty who are eligible for a one semester University-supported leave (time or contractual), you will receive an approval letter from the respective associate dean, with an official approval letter coming from the Provost's office in mid-May. For faculty who are eligible for a one semester University-supported leave (time or contractual), and who ask for a full year or calendar year if external funding is received, the respective divisional associate dean will approve the leave for one semester with the understanding that should external funding be secured, their request for a full year will be approved by mid-May with the official letter coming from the Provost's office. If external funding is received, it is the faculty member's responsibility to notify their department chair and the divisional associate dean.

Faculty members under review for renewal who have applied for a leave will be notified after renewal decisions are announced. In cases where renewal is denied, the leave application will be denied.

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://policy.nd.edu/policy_files/ConflictofCommitmentPolicy.pdf.

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.

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.

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.

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.

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.

Leaves to Consider Another Position

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

FMLA and Notre Dame Medical Leaves

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. Full-time regular faculty are eligible for paid medical leave for their own serious medical condition under the University benefit policy. 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 policy allows 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://gradlife.nd.edu/>.