

Note: This policy will go into effect at the start of the 2020-21 Academic Year and will govern leaves taken in AY 2021-22 and beyond. Leave applications submitted in September, 2019, and awaiting approval are being evaluated according to the previous leave policy.

Research Leave

Research leaves release tenure-line faculty members from all teaching and service responsibilities for a defined period of time in order to enable intense focus on a particular scholarly pursuit. Research leaves can be valuable tools to aid faculty in bringing existing projects to fruition or opening new lines of inquiry. Tenure-line faculty members are therefore encouraged to request research leaves on a regular basis. Tenure-line faculty are further encouraged to seek additional support to maximize the leave period.

Tenure-track assistant professors are eligible for pre-tenure leave following a successful third-year renewal.¹ Faculty beyond the pre-tenure leave are eligible to request leave after completing ten semesters of teaching since their last leave. Tenured and tenure track members of the faculty may request one semester of research leave at full salary or a full year of leave at half salary. The request must be accompanied by either two fellowship applications or one large grant application (see details below). If a faculty member's teaching schedule is not symmetric (i.e., not the same in each semester) and he or she opts to take a one-semester leave, the leave must be taken during the semester in which the fewest courses are taught. Note that faculty members who have entered into retirement agreements with the University or are in the terminal year of their contracts are not eligible for research leave.

Faculty may extend the duration of their leave under the following scenarios:

- a) A faculty member who receives a premium external fellowship will be able to extend their research leave, even if the fellowship does not cover the full salary for the second semester. Premium fellowships are defined as fellowships lasting at least 1 full semester, stemming from programs and agencies listed in Table 1, and as well as other fellowships approved by the Dean of the College on a case-by-case basis. The College will supplement the faculty member's fellowship stipend to provide full salary. The duration of the leave is not expected to extend beyond one year. At the conclusion of the fellowship, the faculty member's 10-semester clock will reset.
- b) A faculty member who receives a non-premium external fellowship (i.e., those not listed in paragraph (a), above), will be eligible to extend the research leave to a full year but the College will not supplement the fellowship stipend. The duration of the leave is not expected to extend beyond one year. At the conclusion of the fellowship, the faculty member's 10-semester clock will reset.
- c) A faculty member who receives a major project grant will be eligible to extend the research leave to a full year at full salary. The faculty member must serve as the lead PI/PD. Total value of the award must equal or exceed \$250,000. The grant must be received within a year

¹ Assistant professors may request to take their pre-tenure leave early if they win a premium external fellowship in their first or second year on the tenure-track. If approved, they may take a year of research leave in year two or year three. At the conclusion of the leave, the 10-semester leave clock will reset.

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- d) Faculty members who receive a premium fellowship or major grant in a year in which they are not eligible for a research leave can apply for an off-cycle semester/year of leave (determined via both the Office of the Dean and the terms of the fellowship) if they have accrued at least 4 semesters of teaching since their last leave.

Table 1. Premium External Fellowships

American Academy in Rome	Huntington Library
American Antiquarian Society	I Tatti – The Harvard University Center for Italian Renaissance Studies
American Council of Learned Societies	National Endowment for the Humanities
American School of Classical Studies at Athens	National Gallery of Art (CASVA Sr. Fellowship)
Center for Advanced Study in the Behavioral Sciences at Stanford University	National Humanities Center
Folger Shakespeare Library	Newberry Library
Fulbright Scholar Program	Princeton Institute for Advanced Study
Getty Foundation	Radcliffe Institute for Advanced Study
John Simon Guggenheim Foundation	Russell Sage Foundation
Alexander von Humboldt Foundation	Woodrow Wilson Center

Note that leaves cannot be extended beyond 12 months without permission from the Dean of the College. In no case can leave eligibility be combined to produce a leave period of more than 18 months. Leaves longer than 12 months are typically reserved for tenured members of the faculty given the importance of developing a substantive teaching record prior to tenure evaluations (exceptions will be considered on a case-by-case basis). At the conclusion of any leave, the faculty member’s 10-semester clock will reset.

All requests for research leave must be preceded or accompanied by applications for external funding. A faculty member may satisfy the funding application requirement by submitting two fellowship applications that, if funded, would support the period of research leave. At least one of these applications must qualify as a premium fellowship (see Table 1). Alternatively, a faculty member may satisfy the funding application requirement by submitting one major project grant application that would fund a particular research project without providing a salary stipend. The grant must be submitted within the twelve-month period preceding the proposed start date and the leave applicant must serve as Principal Investigator of the project. Additionally, the award’s total value must exceed \$250,000.

All requests for research leave must include:

- a) The applicant’s C.V.
- b) Description of qualifying grant application(s), including budgets
- c) A 2-3 page statement of work in which the applicant describes the research activities and he or she will undertake during the proposed leave period.
- d) A short summary of the applicant’s leave history at Notre Dame.

- e) A report on the applicant's most recent leave that details the scholarly and/or creative work accomplished during the leave period as well as the influence that work has had on the applicants scholarly trajectory in the years following the prior leave.

Leave requests for AY 2021-2022 are due in chairpersons' offices on [DATE].

With the exception of pre-tenure leaves, leave eligibility does not guarantee the approval of the request. Requests for research leave will be evaluated in terms of the quality of the applicant's proposed leave project, products and outcomes of prior leaves, overall scholarly record, and, where relevant, trajectory toward renewal, tenure, or promotion. Successful faculty will show strong evidence of recent research productivity as indicated by the rate and quality of scholarly publication, excellence in graduate student mentorship (where relevant), and serious pursuit of external funding. In addition to the strength of the faculty member's case for a leave, departmental teaching needs must also be considered.

Department chairpersons will provide a written assessment of a leave request's merits and an explanation of how departmental and mentoring obligations will be covered (with existing faculty) should the leave 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 request for that year.

For leave requests for AY 2021-2022, chairpersons should forward leave requests along with their letters of evaluation/recommendation to the Associate Dean of their division by [DATE].

The divisional Associate Deans will make recommendations to the Provost who will render final decisions regarding leave requests. Although the Associate Deans will notify applicants of their own recommendations as early as possible, official decisions will be provided by the Provost's Office in May.

In accepting research leave, faculty members agree to adhere to the University's Conflict of Commitment Policy during the period of the leave. Unless an external award covered 100% of salary and benefits, they further agree 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 the University supplied during the entire leave period, less any fellowship amount.

Contractual Leave

On occasion, research leaves may be negotiated with the College as part of a hiring or retention package. In such cases, specific timing and duration parameters, as well as post-leave obligations, may be outlined within a faculty member's contract. Contractual leaves must be completed before any other form of research leave is undertaken. At the conclusion of the contractual leave, the faculty member's 10-semester clock will reset.

Administrative Leave

A faculty member who completes major administrative service will be awarded administrative leave. In order to allow Department Chairpersons, Associate Deans, and other administrators identified at the discretion of the Dean of the College to re-engage fully with their research programs, those who

serve a full three-year term are eligible for one semester of leave at full salary or one year of leave at half salary. In the case where a faculty member serves two terms, two semesters of leave may be taken at full salary. These semesters can be taken consecutively or they may be split across periods of full time teaching and service. Administrators may not accumulate more than two semesters of leave time without explicit written permission from the Dean or the Provost. Administrative leaves must be completed within 6 semesters of the conclusion of one's administrative service, with at least one semester completed within the first year. Administrative leaves must be completed before any other form of research leave is undertaken. In accepting administrative leave, faculty members agree to adhere to the University's Conflict of Commitment Policy and return to the University for a full academic year on completion of the leave. At the conclusion of the last accumulated semester of administrative leave, the faculty member's 10-semester clock will reset.

Leaves for Non-Research Purposes.

Leave to Teach at Another Institution.

Under normal circumstances, requests for leave to teach at another institution are discouraged. Exceptions to this principle include prestigious fellowships or lectureships at aspirational peer universities 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. It is expected that the host institution will be responsible for full salary and benefits. Leaves to teach at other institutions do not count as "teaching semesters" under the College's leave policy.

Leaves to Consider Another Position.

Requests for leaves to consider another position are not ordinarily approved. Exceptions are only approved at the discretion of the Dean of the College.

Unpaid Leave of Absence.

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 Dean of the College.

Family and Medical Leaves (FMLA)

The University's Faculty Family and Medical Leave Policy can be viewed at <http://facultyhandbook.nd.edu>. Full instructions regarding applications for FMLA leave are available at <http://hr.nd.edu> or by calling the Office of Human Resources *askHR* helpline at 631-5900. Faculty members applying for FMLA leave are strongly encouraged to make their department chairperson aware of their application so that departments can adequately accommodate any necessary curricular and/or administrative changes.