

3344-11-09 Leave of absence (non-bargaining unit members only).

(A) Leave of absences under this section are only those leaves taken by faculty members for professional purposes requiring that the faculty member miss assigned classes. Such leaves of absence fall into three categories: absences, short leaves, and extended leaves.

(1) Absences lasting no more than one week and entail no cancellation or rescheduling of classes. Absences require no more than prior notification to the departmental chairperson or, in nondepartmentalized colleges, the college dean, and are limited to a maximum of four absences per semester.

(2) Short leaves either last more than one week to more

year of fulltime

- (ii) Salary increments. Faculty members on professional leave shall be eligible for salary improvement for the following year in the same way as faculty members currently teaching on campus.
- (iii) Additional compensation during the period of leave. A faculty member on professional leave under this policy shall not hold a paid position, unless that position can be shown to assist the faculty member professionally. Should the faculty member hold such a paid position, however, the sum of the professional leave salary and additional funds in the form of grants, stipends, gifts, or pay shall not exceed the amount of the normally contracted salary, with the exception of such funds as are allocated in a grant for special expenses such as equipment, books, professional travel, etc.
- (iv) Released time or assigned duty. Professional leave taken as part of a faculty improvement program established under this rule shall not be deemed to be in lieu of released time or assigned duty in connection with a specific research, scholarly, or creative program.
- (v) Upon completion of professional leave, a faculty member begins accruing time toward eligibility for the award of their next professional leave as of the date of resuming their normal academic duties unless the faculty member's leave was deferred under the provisions of paragraph 0.89 0 Td [(unl)Ca1Ts of .004 T2

(vi) The second and subsequent instances when a faculty member accepts a Fulbright scholarship or similar award within a seven-year eligibility cycle do not count toward eligibility for the next professional leave.

(vii) Professional leaves are contingent upon staffing, resources, and scheduling requirements.

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(ii)

member in their absence shall be forwarded by an appropriate departmental committee to the appropriate dean.

- (e) The dean shall initiate a review of all applications by a faculty committee. In this review, the quality of the proposal shall be the primary criterion. The committee should also bear in mind the necessity of providing adequate coverage for the faculty member in their absence and the necessity for maintenance of departmental and college standards and responsibilities of all ongoing programs. Deans shall assure that all leaves in the college are recommended on a break even or "no cost" basis to the college. Approved two-semester leaves may not subsequently be reduced to one-semester leaves unless mutually agreed upon by the faculty member and the provost. If the number of proposals exceed the number that can be supported without additional cost or if all applicants cannot be accommodated because of bona fide institutional obligations, then the dean may limit the number of proposals that are recommended by the college. In this case, the committee should prioritize the proposals with positive recommendations being determined in the following order:
- (i) First, faculty members who were denied leave due to funding shortfalls in the previous year;
 - (ii) Second, faculty members who have applied for a full-year leave;
 - (iii) Third, faculty members who have never had a professional leave
 - (iv) Fourth, faculty members with the longest time since their last professional leave;

- (v) Fifth, faculty members with the longest continuous full-time service in the university.
- (f) After

of trustees for final approval at its April meeting, or earlier, if there is no April meeting.

- (l) Within ninety days of returning to university duties, a faculty member shall submit a written report of activities during the period of professional leave. The report should be submitted to the department chairperson or the dean of a

- (3) Special leaves are normally granted for a period of up to one year. An extension of up to one year may be granted only if it is shown that this would clearly benefit either the university or the professional career of the faculty member. Further extensions beyond a second year shall be granted only in rare instances such as an opportunity to engage in projects of unusual value to the faculty member and the university.
- (4) Periods of leave without pay may be credited as professional service in consideration of promotion, tenure, and increments according to the provisions of paragraph (F) of rule 33441-1-02 of the Administrative Code. University benefits may continue during a period of special leave, permitted by law and with approval of the president, provided that the faculty member on special leave makes proper arrangements to pay any premiums on the continuing benefit programs.

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