

Academic Leave Policy

Policy Owner: Office of the Vice President for Academic and Faculty Affairs	Effective Date:	Fall 2013
Point of Contact: VP for Academic and Faculty Affairs	Version #:	Formerly ARSA 7.01 This version January 23, 2013
Affected Organizations (<input checked="" type="checkbox"/> all that apply): <input type="checkbox"/> Enterprise <input checked="" type="checkbox"/> University Error! Bookmark not defined.	Affected Stakeholders (<input checked="" type="checkbox"/> all that apply): <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> All Employees <input type="checkbox"/> Students <input type="checkbox"/> Other: <input type="text"/>	

Policy Statement

Include a clear, concise statement of the policy addressing the following: What is expected, when the policy applies, and any major conditions or restrictions that apply.

To be effective as researchers, educators, and clinicians, and to support the university's mission, Georgia Regents University faculty must function in an environment that supports ongoing professional development.

Georgia Regents University is committed to supporting academic leave opportunities for faculty to pursue scholarly work or professional development aligned with the mission of the Institution. Academic leave is considered a tool for the purposes of professional development and academic enrichment.

Faculty at Georgia Regents University, from the Corps of Instruction, with greater than five years of continuous full-time employment, are eligible to apply for fully funded academic leave for the purpose of professional development and promoting scholarly work. Academic leave should last no longer than twelve months. The President will not approve fully funded academic leave for a person in an academic position who has not already completed the requirements for a master's degree. This policy describes the process and procedures for applying for academic leave, either with or without pay.

Reason for Policy

Include a clear, concise statement of the reason this policy is needed addressing the following: the overarching basis for the policy, what those involved need to do (but not procedures), the problem or conflict the policy is designed to resolve, and any legal or regulatory reasons for policy.

Georgia Regents University employs faculty who are committed to the tripartite mission of the Institution. To be effective as researchers, educators, and clinicians, faculty must function in an environment that supports ongoing professional development.

Definitions [If Necessary]:

These definitions apply to terms as they are used in this policy:

Include any terms used in the document (try to keep definitions the same as in other policies), unfamiliar or technical terms, or terms that have specialized meaning in this policy. Please list terms alphabetically.

- **Academic Leave**-- Leave of absence for the purpose of promoting scholarly work and professional development, with or without pay.

Process/Procedures

Insert the departmental website address where the procedures used to support this policy are located so that those affected by the policy clearly understand what they must do to comply and what your departmental processes are.

The President of Georgia Regents University may approve leave of one year or less, with or without pay. The President will report this leave to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

Applying for Academic Leave

Applicants must submit requests for academic leave to their department chair or section chief detailing how academic leave will further the GRU mission and enhance their respective departmental functions and applicant's professional development.

The applicant may suggest how teaching load and other administrative responsibilities could be handled during his or her leave, but the respective Department Chair or Section Chief and Dean of the College or Director of Libraries will bear ultimate responsibility for determining how the applicant's responsibilities will be handled.

After approval by Department Chair/Section Chief, and Dean of College or Director of Libraries, the request should be forwarded to the Provost accompanied by a letter of support signed by the respective Department Chair or Section Chief and Dean of the College or Director of Libraries to which the applicant reports. If the Provost approves the application for academic leave, he/she will forward it accompanied by a letter of support to the President for approval

The pay and benefits for the employee should be negotiated during the request process. Faculty with practice plan components to their salary support will have to negotiate salary support from their practice plan for that portion of their pay during academic leave. This negotiation process should take into account a combination of external and internal funding so that the employee will not have to bear a substantial financial hardship during his/her leave.

The Institution assures the faculty member on academic leave the same or alternative position on his/her return to GRU. This will be negotiated prior to the approval for academic leave and will be agreed to by all parties involved.

Considerations for Granting Academic Leave

In considering a request for leave with pay, the President should bear in mind that it is the policy of the Board of Regents that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development.

The President should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. The President should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute or if external or internal funds are not available to support the employee's salary and benefits during the leave time, the President will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave. If, after careful consideration of these factors, the President feels the interests of the institution and of the employee will be served by the granting of the leave requested, the President shall submit a recommendation through the Chancellor to the Board of Regents to this effect, together with a

statement of the reasons supporting his/her recommendation.

Academic Leave without Pay

It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend.

Academic Leave and Tenure

Academic leave time should not be applied to calendar deadlines for tenure since academic leave could potentially affect a candidate's ability to sufficiently document "outstanding achievement in two of three areas" (teaching, research/scholarly achievement, service to the institution).

Academic Leave and Benefits

Approved leave shall allow faculty the right to elect to continue group insurance benefits with institutional participation. Retirement plan contributions will cease during the period of any leave without pay.

Return after Academic Leave

In accordance with Board of Regents' policy, faculty granted a leave of absence *with pay* will be required to sign an agreement, before beginning the leave, stipulating that:

- For a leave with pay of less than one year, the employee will return to the Institution at the termination of the leave for a period of at least one year.
- For a one-year leave with pay, the employee will return to the Institution at the termination of the leave for a period of at least two years.
- A faculty member who returns from an authorized leave that enhances professional study and development shall be entitled to an appropriate salary and benefits increase in accord with such increases for other faculty members that occurred during the period of leave.
- If the employee does not return to the Institution for the full amount of time specified in the agreement, the employee will reimburse the Institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave, including all benefit costs.

Subsequent Academic Leave

Faculty with continuous full-time employment are eligible to apply for fully funded academic leave after a subsequent five-year period has elapsed.

Forms/Related Documents

Identify the form(s) which must be used to comply with the policy; explain the purpose of each form; provide a hypertext link to each form; please list the forms alphabetically.

Appendices

Optional (include only if needed). Use this section to cite the location of lengthy or complex references that applies to a few people.

Approving Officer's Name(s)	Ricardo Azziz, MD, MPH, MBA
Signature(s)	
Title(s)	President, Georgia Regents University and CEO, Georgia Regents Health System
Date of Approval	

To be used by the Office of Compliance

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