

To: Executive Officers

 LAS Departments

From: Astrida Orle Tantillo

 Dean

Date: February 1, 2018

Re: **Faculty Academic Leave Planning**

The form below is a planning tool to organize departmental teaching and service assignments. The college is committed to supporting faculty research and to making available the resources, including time, that allow that research to flourish. This commitment must, however, be balanced against our responsibility to ensure that students are not delayed in their progress to degree by lack of course availability and to ensure that the central functions of each unit are maintained. External fellowships or course buy-outs from external grants should always be given priority and the College will do whatever it can to support such awards

Each department is encouraged to develop its own policy on how leave requests are handled and how many years in advance they should be planned so as best to meet these goals. You may wish to task your departmental advisory committee to make recommendations on approved leaves or you may wish to set a departmental quota or ranking guidelines on how many of your faculty members can be on leave at the same time. You may also wish to consult your internal timetable and coordinate departmental decision processes related to internal leaves so as to maximize effectiveness when scheduling teaching and service assignments. Each departmental policy should have as its goal transparency to your faculty members about how decisions are made. **If the total number of course reductions from the *internal* fellowships you approve (i.e., those granted by Sabbatical or fellowships from IRRPP and The Institute for the Humanities) is greater than 10% of the total number of courses that would be taught in the pertinent academic year by your department’s tenure-system faculty if no one were on fellowship, you must consult the College before granting approval.**

In planning how many leaves to approve you should remember that (1) University policy precludes offering replacement funds for sabbatical leaves; (2) IRRPP fellowships offer replacement funds; (3) the College will consider providing replacement funds for faculty who receive an IFH fellowship if the total number of internal leaves approved is below the 10% quota defined above, and if it can be demonstrated that replacements are necessary to cover courses that are required for students’ progress to degree. If you request replacement funds in this circumstance you will be asked to explain why you cannot cover these courses with existing resources.

The first of the two forms below is meant to be distributed to your faculty. The second form is the Executive Officer summary form to be completed by you.

**Academic Leave Planning for AY 2020-2021 (to be completed by each faculty member and submitted to the Executive Officer)**

Department /Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadlines:**

* May 15, 2019
* In case of revisions:

September 1, 2019

Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Percentage in Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joint appointment (dept name and percentage):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following academic leaves are you planning to apply for. Please check all that apply. Since this is for planning purposes only, please include any comments that might be useful to the departmental Executive Officer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Leave** | **Duration**  | **Service Availability:** During the leave I will continue to be available for service assignments within my department  | **Comments** |
| Institute for the Humanities | * Academic Year
 | * Yes
* No
 |  |
| Institute for Research on Race and Public Policy | * Fall
* Spring
* Academic Year
 | * Yes
* No
 |  |
| Sabbatical | * Fall
* Spring
* Academic Year
 | * Yes
* No
 |  |
| External Fellowship (please list all) | * Fall
* Spring
* Academic Year
 | N/A |  |
| Other Leave or Course Reduction | * Fall
* Spring
* Academic Year
 | N/A |  |

Note: College policy does not allow a faculty member to be released from teaching for more than one academic year at a time.

**Departmental Summary Sheet (to be completed by the Executive Officer and submitted to the Dean’s Office)**

**Deadlines:**

* May 31, 2019
* In case of revisions:

September 15, 2019

Department /Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Type of Leave** | **Faculty Member Applying for Leave (list names). List duration for each.**  | **Comments** |
| Institute for the Humanities | 1.
2.
3.
4.
 |  |
| Institute for Research on Race and Public Policy | 1.
2.
3.
4.
 |  |
| Sabbatical | 1.
2.
3.
4.
 |  |
| External Fellowship (please list all) | 1.
2.
3.
4.
5.
 |  |
| Other Leaves | 1.
2.
3.
4.
5.
 |  |

Total number of courses taught in AY 20/21 if no TT faculty member were on leave: \_\_\_\_\_

Number of Course Releases due to Sabbatical or Fellowships at the Institute for the Humanities or IRRPP: \_\_\_\_\_\_\_

Percentage of Course Reductions: \_\_\_\_\_

Other course releases already in place (e.g. departmental administrative appointments). List details:

*
*
*

**I need to request replacement funds from the College in order to cover the courses necessary for students’ progress to degree:**

* **Yes (list courses)**
* **No**