

## **Georgia Board of Regents**

### **802.0804 EDUCATIONAL AND PROFESSIONAL LEAVE**

The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to employees of the institution. Leaves of absence of one academic term or less, with or without pay, may be granted by the institution's president. Extensions of such leaves require the approval of the Chancellor and the Board.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board 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. (It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend).

In considering a request for a leave, 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, 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, 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.

The president ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of less than three years, nor should the president ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

1. 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;

2. 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; and that
3. 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.

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave. (BR Minutes, 1980-81, p. 191).

No leaves of absence will be granted to persons in the University System who are retired and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299).

## **PROCEDURES**

Recommendations for leave WITHOUT pay will, as a rule, be approved by the Board whenever it appears that the granting of such leave will not be prejudicial to the interests of the institution (c.f. 802.0803).

All leaves of absence must be entered into the Faculty Information System.

Recommendations for leaves of absence submitted by the president to the Chancellor must include the following information:

1. Leaves without pay

Each recommendation for leave of absence without pay must include a statement that the faculty member's absence will not adversely affect institutional programming.

2. Leaves with pay

- A. Length of service at the institution. Normally, the faculty member must have been employed at the institution for at least three years. Strong justification must be provided for the granting of leave with pay to an individual who has served less than three years.

- B. Highest earned degree. Normally, the faculty member must have completed the requirements for the master's degree. Strong justification must be provided for the granting of leave with pay to an individual who does not hold this degree, or its equivalent.

C. Statement of benefit to the institution. Each recommendation for a leave of absence with pay must include a statement of the direct and significant benefits that will accrue to the institution as the result of the faculty member's activities during the period of leave.

D. Handling of the faculty member's responsibilities. Each recommendation for a leave of absence with pay must identify the means by which the faculty member's institutional responsibilities will be met during the period of his/her leave.

E. Additional institutional expenditures required. If the granting of a leave with pay will require additional institutional expenditures, the recommendation must note this fact. If not, a statement to that effect is required.

F. Amount of leave pay. The amount of leave pay should be determined with reference to the following:

I. The normal rate of leave pay shall be considered as an amount up to one-half of the regular salary of the faculty member during the period of leave.

II. EXTRAORDINARY JUSTIFICATION must accompany a recommendation for leave pay in an amount exceeding one-half of the faculty member's regular salary during the period of leave or for leave pay at full regular salary for the period of leave. The activities of the faculty member during the period of leave must result in highly significant benefits to the institution, with a full description of these activities provided with the leave recommendation.

III. The amount of any external stipend or any other external remuneration to be received by the faculty member for his/her activities during the period of leave shall be taken into account in the determination of institutional leave pay recommended. The recommendation for leave must indicate the source and the amount of applicable external remuneration.

Last Updated: 10/30/2000

*(Source: <http://www.usg.edu/academics/handbook/section4/4.05/4.05.01.phtml>)*

**School of Public and International Affairs**  
**Faculty Leave Program**  
**September 2005**

The School of Public and International Affairs *Faculty Leave Program* provides faculty members periodic opportunities for a research leave. It provides extended periods of time for faculty members, free from teaching responsibilities, to engage in publishable research. Such faculty opportunities will be beneficial to the University of Georgia, the School of Public and International Affairs, the faculty member's department, as well as to our students. It will enable departments to be more competitive in faculty recruitment and enable faculty members to be more productive in research. The leave program consists of the following:

- Full salary for an academic year, with no teaching responsibilities for one semester or reduced teaching responsibilities in two semesters (one course each semester). The standard teaching load in the School of Public and International Affairs is four courses, two in each semester.
- Faculty research leaves are not entitlements, but eligible faculty members may apply through their department to the Office of Dean for paid leave.
- Tenured faculty members are eligible to apply for paid leave once every six years. Untenured, tenure-track faculty members are eligible to apply for paid leave beginning with the year following a successful third-year review.
- Beginning with the 2005-06 academic year, one leave opportunity will be available to each of the following departments: Department of International Affairs, Department of Political Science and Department of Public Administration and Policy. Beginning with the 2006-07 academic year, two leave opportunities will be available to each of the named departments. Normally, one leave will occur in each semester.
- Departments may establish their own eligibility and sequencing criteria, following faculty consideration of such matters.
- When a leave is granted, the Office of the Dean will provide up to \$10,000 to the faculty member's department for the mandatory purpose of obtaining replacement teaching at a rate not to exceed \$5,000 per course.
- A grant of reduced teaching responsibility in one semester does not preclude course buyouts from external sources in the same academic year. Such course buyouts are at the standard School rate of 10 percent of the faculty member's academic year salary per course.

- Individuals granted reduced teaching responsibility under the School's faculty research leave program, must continue as a member of the School's faculty for one academic year following the year of the leave. Individuals failing to do so must reimburse the University of Georgia for compensation received during the leave period and the School of Public and International Affairs for the cost of replacement teaching (presently at the rate of \$5,000 per course).
- Faculty members on leave, while relieved from classroom teaching duties, will be expected to fulfill research supervision commitments to graduate students.
- Faculty members awarded leave are expected to provide a written report of professional accomplishments to the department head and dean within thirty days of returning to full duties.

## UGA College of Education Faculty Research Leave Program

A primary goal of the College of Education is to support its faculty in their continual and lifelong development as teachers and scholars. Thus, the College provides opportunities for faculty to engage in pursuits that enhance their scholarship, revitalize their creative energy, and inform them of new and innovative knowledge and practices with the ultimate goal to develop and maintain a world-class faculty in the College.

A major faculty development opportunity provided by the College is a periodic leave of absence. Operating within policies and parameters set forth by the Board of Regents and the University of Georgia [See section on faculty leaves with pay in Faculty: Leaves (Section 1.10-01).], the College will grant a leave of absence with reassignment of all responsibilities to faculty members for several reasons including, but not limited to, the following: (a) to take advantage of grant or fellowship opportunities; (b) to pursue research projects or opportunities; or (c) to seek professional renewal.

Given the impact of this leave on a department, applications must include a letter of support from the department head and a commitment of some departmental funds, preferably at least \$4,000 to cover one-half of the needed replacement instruction for a full reassignment of responsibilities. Additional funding from the college of up to \$10,000 is available through this program.

This support must result in either a submitted grant proposal, a submitted refereed journal article in a top-tier educational journal, or other similar research product[s]. This award is only open to tenured faculty members, and an individual may not receive more than one research leave every 5 years.

Departments must follow the procedures outlined in the academic affairs policy manual for this award. Funds awarded from the COE through this program will go to the department to replace instruction and for other activities and support related to the faculty member's research leave including, but not limited to, such additional expenses as travel for data collection, meeting with other collaborators on a grant proposal, attendance at professional development conference[s] related to the proposed research, partial support for a graduate research assistant or other personnel in support of the proposed research, etc. A budget justification must be provided.

*Regents policy requires that prior to being granted a leave of absence with pay, the faculty member sign an agreement indicating that, for a leave for less than one year, he or she will return to the institution for at least one year or that, for a leave of one year, he or she will return to the University for at least two years. If the faculty member does not return to the University for the time specified in the agreement, then he or she will reimburse the University for compensation received from and any other expenses paid by the University during the leave.*

Maximum of \$10,000/award; three awards anticipated per semester

**Proposals Due:** 2nd Friday of February for all semesters

## **Grady College Fellows Program**

In the absence of a Sabbatical Leave Program, it is imperative that the University of Georgia must have mechanisms which provide faculty with the opportunity to enhance their scholarship. The purpose is to provide an environment which will be as supportive as that provided by the nation's major research institutions even though we do not have a Sabbatical Leave Program. As with any institution, our resources are limited and our responsibilities for the instructional, research, and service programs must be met. This means that scholarly support programs must be implemented with reasonable guidelines and that, depending upon the specific circumstances, they must have institutional approval and recognition whether at departmental, college, or university level. We have considerable flexibility at the University of Georgia but that flexibility must be responsive to the programmatic needs of the institution.

Academic Affairs Policy Manual, Section 1.10-01

The Grady College Fellows Program provides faculty with the opportunity to enhance their scholarship by releasing them from teaching and other assignments, usually for one semester. The program is available to tenured faculty and is competitive. The number of fellows will vary year to year depending on resources and the needs of the college.

The fellowship is not an entitlement and must be earned. Fellows must have at least 12 semesters at UGA (summers and Maymesters do not count) to be eligible to apply.

Fellows must wait 10 semesters (summers and Maymesters do not count) before being eligible to apply for another fellowship.

To apply for a Grady Fellowship, a faculty member must provide two copies of:

1. Abstract (no longer than 200 words): The abstract should be easily understood by a layperson. The ideal abstract (a) educates the Regents, legislators, members of the central administration and the general public about the research by describing the content of the work, (b) gives a sense of the scope of the proposed project, and (c) conveys the importance of the research.
2. Prospectus (no more than five double-spaced pages): The prospectus explains the project in terms that an educated reader from outside your field can understand. Specify:
  - a. Purpose and significance: Describe the nature and significance of the research, including a clear, concise statement of the objectives of the research and your aims in undertaking it.
  - b. Work to be accomplished: Describe specifically what you plan to do during the fellowship period. Where you will do the work. Identify persons, if any, with whom you will work.
  - c. Projected results: What tangible results will your research have, what form will it take, and how and where will you share your results with others?
3. Justification (no longer than one-double spaced page): How will it contribute to your own scholarly development? How will the research contribute to your teaching (be specific with course titles, number of students taught)? How will the research benefit your department, college, and/or the University as a whole? Why does the research require time away from the normal activities of teaching, research and service?

4. CV Summary: Include a list of your professional publications, creative and/or professional works with the correct sequence of authors for joint publications. Include any other information relevant to appraising the proposed research project.

The completed application is submitted to the faculty member's department chair by October

1. Faculty members should stipulate the semester they are requesting for the fellowship. The chair must rank order applications if more than one is submitted. The chair will provide a written evaluation of each application. The chair must also provide a written statement about how the department's undergraduate and graduate instructional needs—including supervision of the faculty member's graduate advisees' research projects, thesis and dissertations—will be met while the faculty member is on leave. This must be specific by giving course titles, numbers, enrollments and faculty names who will provide course coverage and/or research supervision. When more than one faculty member is applying for a fellowship, describe the total impact on the department and its instructional needs.

The department chair may request funds to hire a visiting faculty member to teach one course. This course may or may not be one of the courses to be taught by the faculty member applying for a fellowship. But the chair must make clear whether granting a fellowship is contingent on the department receiving extra funds. In such cases, the availability of funding may preclude the granting of a fellowship.

The completed application along with the department chair's evaluation and statement are submitted to the dean. The dean will consult with the college's Executive Committee about the merits of the applications. The final decision rests with the dean.

#### Criteria for Review of Fellowship Applications

1. Scholarly or creative activities proposed
  - a. Value of project, including its originality and potential contribution.
  - b. Adequacy and feasibility of the project in relation to the length of the fellowship award.
  - c. Clarity and completeness of the proposal.
  - d. Project's potential for contributing to the faculty member's development.
  - e. Potential for disseminating and/or applying anticipated achievements through publications, presentations, and development of curricular and instructional activities.
  - f. Likelihood the project will contribute to the quality of the University and to implementation of the college's and University's strategic plans.
  
2. Scholarly or creative productivity of the applicant
  - a. Quality of academic products in relation to the field and years of academic service.
  - b. Quantity of academic products in relation to the field and years of academic service.
  - c. Consistency of academic products in relation to years of academic service.
  - d. Success in obtaining external funding and likelihood the fellowship will increase the chances of obtaining external funding in the future



### 3. Other academic achievements and contributions

- a. Awards, fellowships, grants, offices and other honors earned.
- b. Consultantships, editorial assignments, review assignments and other invitations that imply peer recognition.
- c. Conferences, guest lectures and other professional contributions
- d. Special assignments, offices and services performed for the college and/or University and other outside agencies and associations.

It is also a requirement that fellows submit a written report of their accomplishments during their fellowship within one month of returning to full-time teaching. Failure to do so will make the faculty member ineligible for another fellowship.

### Regents Policy on Leaves

Regents policy requires that the faculty member sign an agreement indicating that, for a leave for less than one year, he or she will return to the institution for at least one year or that, for a leave of one year, he or she will return to the University for at least two years. If the faculty member does not return to the University for the time specified in the agreement then he or she will reimburse the University for compensation received from, and any other expenses paid by, the University during the leave.

Regents policy allows a faculty member to relocate to another location for at least a month but no more than a semester to conduct their work. Reassignment of location must be approved explicitly by the dean. There must exist in the dean's office a formal record of a prior approval for any reassignment of location. There must also exist a dated report to the dean on what was accomplished during this reassignment. It is critical for two reasons that any reassignment which includes significant time away from campus be formally approved by the dean. First, the reassignment must be part of departmental and college planning. Second, it assures for any legal, medical or other purposes that the faculty member has or had a location reassignment for university, and not personal, purposes. Since this latter is a concern no matter how short or long the duration, the dean must approve location reassignments for less than a month.

**Sabbatical/Educational Leave Profiles of Peer Institutions (March 8, 2007)**

<b>Peer Institutions</b>	<b>Terms</b>	<b>Eligibility</b>	<b>Duration</b>
Arizona State University ( <a href="http://www.asu.edu/aad/manuals/acd/acd705.html">http://www.asu.edu/aad/manuals/acd/acd705.html</a> )	Sabbatical leave	Faculty members who have achieved tenure and completed six years of full-time service with the rank of assistant professor or higher at ASU	One or two semesters, for academic-year applicants, or for six or twelve months, for fiscal-year applicants. If the sabbatical leave is for a full academic or fiscal year, the amount of the compensation will be three-fifths of the applicant's salary. If the sabbatical leave is for one semester or six months, compensation will be the applicant's full salary for that period. The salary awarded during a sabbatical leave is based on the contracted salary base, either for the fiscal or academic year, for the contract year during which a sabbatical leave is taken.
Indiana University (Bloomington) ( <a href="http://www.indstate.edu/acad-aff/leave_of_absence/sabbatical_policy.pdf">http://www.indstate.edu/acad-aff/leave_of_absence/sabbatical_policy.pdf</a> )	Sabbatical leave	12 semesters of full time service	A sabbatical leave may be for either a fall or spring semester at full pay, or for one (1) academic year (fall and spring semesters) at 60 percent pay.
Iowa State University ( <a href="http://www.provost.iastate.edu/faculty/advancement/development/fil_1.html">http://www.provost.iastate.edu/faculty/advancement/development/fil_1.html</a> )	Professional development assignment	At least two years and who have not had this assignment in the past 5 years	No longer than 12 months
Michigan State University ( <a href="http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/iv-sabbatical.htm">http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/iv-sabbatical.htm</a> )	Sabbatical leave	Only tenured faculty who have six years full-time service	One term with no reduction in pay.  Two terms with a fifty percent reduction in the academic year salary. (Payments distributed over 12 months.)
North Carolina State University ( <a href="http://www.ncsu.edu/policies/employment/faculty/REG05.20.24.php">http://www.ncsu.edu/policies/employment/faculty/REG05.20.24.php</a> )	Scholarly assignment	Full time tenured and tenure track faculty members and permanent full time, benefit eligible special faculty with FTE greater than 0.75 are eligible.	An academic year faculty member may be granted a scholarly assignment off campus for one semester at full salary or for one academic year at half salary.  A fiscal year faculty member may be granted a scholarly assignment off campus for 6 months at full salary or for 12 months at half salary.
Texas A & M ( <a href="http://dof.tamu.edu/faculty/fdl/">http://dof.tamu.edu/faculty/fdl/</a> )	Faculty development leave	A minimum of five consecutive academic years of service in a tenured or	Faculty members may combine a one-semester study leave at full pay with a one-semester employed position for the <u>other</u> semester of the

		tenure track full-time faculty position in the Texas A&M System, at the time leave is to begin. Not having been on a faculty development leave in the five year period immediately preceding the requested start-date for the leave.	academic year in which the study leave is taken, or they may combine a two-semester study leave at half pay with half-time employment.
University of California (Davis) ( <a href="http://www.ucop.edu/acadadv/acadpers/apm/apm-740.pdf">http://www.ucop.edu/acadadv/acadpers/apm/apm-740.pdf</a> )	Sabbatical leave	Credit system for teaching full time, consecutive terms	Not exceed one year
University of Colorado ( <a href="https://www.cu.edu/regents/Policies/Policy5A.htm">https://www.cu.edu/regents/Policies/Policy5A.htm</a> )	Sabbatical assignment		
University of Iowa ( <a href="http://provost.uiowa.edu/faculty/facdev/policies.htm">http://provost.uiowa.edu/faculty/facdev/policies.htm</a> )	Developmental leave/Semester Assignment	All regular faculty (i.e., tenure- or clinical-track assistant, associate, and full professors with part- or full-time appointments) are eligible to participate in the University's development programs.	Different types: Career Development Awards Faculty Scholar Awards Global Scholar Awards Old gold Summer Awards Faculty fellowships
University of Kansas <a href="http://www2.ku.edu/~unigov/fachand1998.html#C.3.e">http://www2.ku.edu/~unigov/fachand1998.html#C.3.e</a>	Sabbatical leave	Six years or longer	Leave may be granted for either eleven months at half pay, or five months at full pay; in the former case, the member receives full pay for the twelfth month of the basic appointment.
University of Maryland (College Park) <a href="http://www.president.umd.edu/policies/ii200a.html">http://www.president.umd.edu/policies/ii200a.html</a>	Sabbatical leave	Tenured, six years full time	Usually 12 months.  The President may award sabbatical leave of greater than twelve months duration to a faculty member of long standing with distinguished and meritorious service to UMCP. In no case should sabbatical leave exceed twenty four months at one half compensation.
University of Missouri <a href="http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/070.shtml">http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/070.shtml</a>	Sabbatical leave	After six years of service	Up to one year

<p>University of Nebraska (Lincoln)  <a href="http://www.unl.edu/svcaa/documents/leave_payment_policy.pdf">http://www.unl.edu/svcaa/documents/leave_payment_policy.pdf</a></p>	<p>(vague)</p>		<p>Faculty who have fulfilled, in the fall semester, their full teaching and service obligations for the entire academic year and are requesting leave for the spring semester may reduce their FTE to .50 and be paid half of their salary over the 12 month pay period.</p>
<p>Univeristy of Oregon  <a href="http://appointments.uoregon.edu/Forms/SabbApp_back.pdf">http://appointments.uoregon.edu/Forms/SabbApp_back.pdf</a></p>	<p>Sabbatical leave</p>	<p>18 academic quarters, excluding summer</p>	<p>One year</p>
<p>Virginia Polytechnic University  <a href="http://www.eng.vt.edu/finance_operations/FacultyLeaves/Handbook.doc">http://www.eng.vt.edu/finance_operations/FacultyLeaves/Handbook.doc</a></p>	<p>Study-research Leave  Research Assignment</p>	<p>6 years</p>	<p>One year</p>