

TITLE 'F' LEAVE POLICY

As a point of clarification, this is an outline of the College of Arts and Science's policy on Title 'F' leaves. These leaves are most often granted when an individual faculty member has received a fellowship and wishes to take a leave of absence to fulfill the research agenda.

In the case of Junior Faculty, if an individual has received a fellowship from a major, national organization of at least \$25,000 for a full year's research program (\$12,500 for one semester), the Dean's Office will add to the award enough funds to keep the individual at current base salary for the period of the leave. The faculty member will be placed on a Leave with Partial Pay, and all retirement contributions will be based on the amount of salary paid through the regular state line. If the funding institution is willing to make institutional payments and send the award money directly to the University to be recovered into an IFR account, we will place the individual on a Leave with Full Pay and the individual will benefit from a full retirement contribution. For example:

Assistant Professor Jane Doe receives a fellowship for \$25,000 for a one-year research leave. Her regular base salary is \$55,000, so she will receive \$30,000 of her state salary or approximately 55% of her normal base. If the funding institution will make an institutional payment, we will recover the \$25,000 fellowship into an IFR account and place her on Leave with Full Pay at 100% salary.

For Tenured Faculty receiving a fellowship of at least \$25,000 for a full year's research program (\$12,500 for one semester) from a nationally recognized organization, the Dean's Office will offer the individual up to 50% of current base salary so long as the total amount received (salary and fellowship) does not exceed the individual's regular base salary during the leave period. If the fellowship is at least 50% of the individual's base salary and we can recover the stipend into an IFR account (as above), the individual will be granted a Leave with Full Pay. If the funding institution does not allow for institutional payments, the individual will be placed on Leave with Partial Pay, will receive up to 50% of regular state salary for the period of leave (with retirement contributions made at the same rate) and will receive payment of the fellowship directly from the awarding institution. For example:

Professor John Doe receives a \$30,000 fellowship for a one-year residency at a major research institution. His regular base salary is \$70,000, so the Dean's Office will contribute \$35,000 of state salary to his fellowship income. If Professor Doe prefers (and if the funding institution will make institutional payments), we will place him on Leave with Partial Pay for a total salary of \$65,000 (or approximately 93% of his salary) and recover the \$30,000 grant into an IFR account. His retirement contribution, therefore, will be based on 93% of his salary, rather than the 50% of state salary paid by the College.

Tenured Faculty members are encouraged to seek fellowship funding to supplement a full-year sabbatical leave. If an individual is eligible for a sabbatical leave and is awarded a fellowship, the Dean's Office will offer the individual the full difference between the fellowship amount and current base salary. The rules governing a Leave with Full Pay vs. a Leave with Partial Pay outlined above similarly apply here. This will be a Title 'F' leave granted in lieu of a sabbatical, and the individual will be required to sign a statement acknowledging that they will not be eligible for another sabbatical leave until after the requisite twelve consecutive semesters of full-time service have been completed. This will only be granted in conjunction with what ordinarily would be a two-semester sabbatical at half pay, not a one-semester sabbatical at full pay.

In all cases, the individual being granted the leave must agree to return to the University for at least one year following the leave. All agreements outlined above are subject to Provostal approval. These leaves will be granted in consultation with (and pending approval by) the Provost's Office.

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