

## **FACULTY LEAVE OF ABSENCE POLICY**

The University supports a plan of leaves of absence with pay for faculty. The term of such leave will be one semester or two semesters. Remuneration will be full salary for a leave of one semester or half-salary for a leave of two semesters. Normally, leaves are awarded only to tenured faculty. Seven years usually must pass between leaves. Faculty who receive leaves with pay assume a contractual obligation to return to the University for at least one year.

The faculty member should request his/her leave to the Vice Chancellor for Academic Affairs through the department chairman and dean, who must submit covering letters. The application should give a clear statement of objectives and plans for the period requested. A full up-to-date curriculum vita should accompany the request. Applications must be received by the Vice Chancellor no later than November 15 of the academic year preceding the leave. Announcements will be made on or around December 15. Priority will be given those requests that will serve the teaching and research competence and productivity of faculty in their positions at TCU. It is expected that applicants will make every effort to obtain outside financial assistance.

Leaves of absence without pay for the purpose of further study, military duty and other appropriate reasons may be granted by the Vice Chancellor for Academic Affairs on the recommendation of the appropriate dean or administrative official. They will be granted for good cause for the period requested which falls within the terms of the appointment. Where possible, such absence should be planned so as to interfere with work of the University as little as possible. Request should be filed at the earliest possible date but at least several months in advance. Faculty members' insurance and other benefits may be kept in force provided prior arrangements and the necessary changes have been made with the Personnel Office. Tuition remission for the spouse and/or dependents will not continue. The University, upon approval by the Vice Chancellor for Academic Affairs, will make available an interest-bearing note in the amount of the tuition charges. If the faculty member returns for at least one full academic year of employment, the principal and interest will be cancelled.

## **PROCEDURE FOR REQUEST FOR FACULTY LEAVE OF ABSENCE**

Faculty member must submit to the department chair:

- 1) leave of absence request form
- 2) updated curriculum vita

Chair will forward all requests to dean with his/her endorsement.

Dean will submit requests with cover letters. Dean must indicate on cover letter supplemental funding needed to cover faculty vacancy during leave, if any.

All applications are due to the Provost no later than November 15<sup>th</sup> of the academic year preceding leave.