

# Academic Leave of Absence

3/19/2015

## *URMC Guidelines for Academic Leave Proposals (“sabbaticals”)*

### General Points

- Please review UR policies on academic leaves, described in the [UR Faculty Handbook](#) (“Leaves of More Than One Month,” pp. 40-41) and the [SMD Regulations of the Faculty](#) (“Academic Leave of Absence,” pp. 23-24).
- Academic leave proposals require the approval of the Dean’s Office / Office of Academic Affairs and SMD finance, followed by approval from the UR Office of the Provost.
- Faculty eligible for academic leave must be at the rank of Associate Professor or Professor who have been granted unlimited tenure or whose activities (in the components of Research, Scholarship, or Institutional Scholarship) may lead to consideration for tenure in the future.
- The deadline for academic leave proposals in the SMD Office of Academic Affairs is **6 months prior to the requested starting date for the leave**, to allow for discussion and revision of proposals prior to submission to the Provost.
- All proposals are to be submitted *electronically* to Jeffrey M. Lyness, MD, Senior Associate Dean for Academic Affairs.
- Please contact Dr. Lyness prior to submission if you have questions or would like early feedback on your ideas for your academic leave.
- Salary for an academic leave with pay will be charged against a benefit pool up to allowable limits rather than against the account of the department.
- If a faculty member's salary is charged to research accounts, such accounts may be charged for a percentage of the salary while on leave *if* the faculty member is able to certify that he/she will spend that percent of time on the research during the period of the leave.
- Any faculty member with sponsored research funding (i.e. ledger 5) must contact our Office of Research and Project Administration. If sponsored research funding is to be used for salary during a leave, or if a principal investigator will be on leave for more than three months, certain granting agencies must be notified in writing by ORPA **prior** to the leave being approved. The applicant should write to the appropriate research administrator in ORPA (copy to the Dean) informing him/her of his/her plans. The Dean's Office must have approval from the granting agency (via ORPA) before recommending the leave to the Provost. Please include this approval with your application materials.
- Faculty members are encouraged to seek outside support in order to help the School and University finance its leave program.
- Salaries chargeable to the leave benefit pool will be prorated with respect to that portion of Targeted Net Income funded from faculty practice accounts. For instance, if fifty percent of Targeted Net Income has been subject to a benefits charge, only fifty percent of the allowable leave salary could, in turn, be charged against the leave benefit pool.
- Please note the UR Faculty Handbook notes that academic leaves are granted “on the understanding that the faculty member has an obligation to return to his or her position at the University for a period of time at least equivalent to the length of the leave... An individual who does not return to the University after a paid leave must reimburse the University for the cost incurred to finance the leave.”

## **Required Materials**

1. Academic Leave proposal written by the faculty member requesting the leave
  - a. Must use template on next page and include all elements
  - b. Typically 2-4 pages
2. Letter from Department Chair
  - a. Typically 1-2 pages
  - b. Should state clearly:
    - i. Name, appointment (rank), and academic components of faculty member
    - ii. That the chair fully supports the proposed leave
    - iii. The % effort to be devoted to the sabbatical plans and specific dates (repeating what is outlined in the proposal)
    - iv. That the faculty member will be relieved of responsibilities during the leave as described in the proposal
    - v. That coverage or other arrangements have been made (or a statement that they are not needed) to ensure that relieving faculty member of responsibilities during the academic leave will not adversely affect institutional functioning
    - vi. A brief summary of the proposed plans for the leave, including clear description of the benefits of these plans for the faculty member and for the Department and University
3. Updated CV of the faculty member
4. A completed "[Application for Leave of Absence](#)" form
5. Letters of support or agreement from outside the UR (if needed to confirm feasibility of activities proposed at other institutions / locations)

## **Academic Leave Proposal Template** (typically 2-4 pages)

1. Current academic appointment (rank) and academic components.
2. What % effort (either 50% or 100%) will be devoted to the leave? During what specific dates?
3. Background (briefly describe faculty member's academic accomplishments and interests as relevant to understanding the rationale for the proposed leave).
4. Plans for the leave, including:
  - (a) specific goals for the leave.
  - (b) what activities will be conducted.
  - (c) location of these activities (if primarily based in Rochester, provide clear justification for not leaving UR is required, i.e., why is a leave necessary to perform the proposed work? If work to be done out of town, provide clear justification for the site of the work).
  - (d) any collaborative relationships integral to the plans, e.g., arrangements to train or work in another setting.
5. Description of specific outcomes of the leave, including any or all of the following:
  - (a) specific new skills, expertise, tools, or capabilities.
  - (b) new presentations, scholarly works, intellectual property, or other academic 'products'.
  - (c) new funding or funding applications.

6. Description of how the outcomes of the leave will benefit:
  - (a) the faculty member's career.
  - (b) the University, including other faculty members, Departments, or others.
  
7. Description of what responsibilities will be relinquished during the leave, and of coverage or other arrangements to ensure that relieving faculty member of responsibilities during the leave will not adversely affect institutional functioning. If no coverage is needed, include a statement justifying that no such arrangements are needed.