



Educational Leave Policy

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I. Purpose

In compliance with the *Board of Regents Policy Manual, Section 8.2.7.4 (Educational and Professional Leaves)*, Georgia Southern University grants leave with pay for the purposes of promoting scholarly work and encouraging professional development.

II. Policy Statement

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

In considering an application for educational leave, the reviewer should examine carefully the program or project on which the employee proposes to work and 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. If a faculty member goes on educational leave to work on a grant that is paying for a portion of their salary, the University would continue to pay for the faculty member's salary (full for one semester; half for year) and be reimbursed by the grant for whatever portion the grant is allowing. In considering a request for a leave, the reviewer should also take into consideration the effect 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 reviewer will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

Educational leave will be commensurate with the faculty member's current appointment. For an individual on an academic year contract, leave may be for both fall and spring semesters at half-salary, or either fall or spring semester at full-salary.

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, including all benefit costs.

Eligibility

All tenured faculty members are eligible to apply for educational leave. To be considered for educational leave, the faculty member must be tenured and have seven or more years of full-time employment at Georgia Southern University. An individual approved for educational leave is eligible to apply again for educational leave in seven years.

III. Exclusions

None.

IV. Procedures

Proposal Submission and Review Process

1. The faculty member discusses his or her leave plans with their department chair to determine if and how the department can accommodate the faculty member's absence for the proposed leave period.
2. The faculty member submits an educational leave proposal (with a completed Educational Leave Application Cover Page) to a department or college-level committee, which makes a written recommendation to the department chair.
3. The faculty member's educational leave proposal along with the department committee's written recommendation and the department chair's written recommendation is forwarded to the dean. [The department chair's recommendation must include a statement regarding the programmatic and budgetary feasibility and plan of coverage for the leave proposal.] *Note: The department is expected to assume the workload of the faculty member granted leave unless other arrangements have been made.*
4. The educational leave proposal and accompanying recommendations are reviewed by the dean, who notifies the faculty member and department chair in writing of the college level decision. Copies of the decision, along with a plan for coverage, are forwarded to the provost and president.
5. The president reviews the proposal, plans for coverage, and recommendations. The president provides the final approval for the leave. A final letter of approval is sent to the faculty member.
6. A record of all approved leaves, along with a copy of all post-leave reports, are retained in the Office of the Provost and Vice President for Academic Affairs.

Feedback regarding the status of the professional leave application should be provided to the faculty member throughout the process. Appeals of educational leave recommendations must be carried out in accordance with college procedures, but may culminate in an appeal to the provost. Recommendations made at the college level may be appealed to the provost within 14 calendar days of notification of the decision.

Proposal Format

1. Attach the Educational Leave Application Cover Page.
2. Attach an educational leave proposal that addresses the following items, along with additional relevant supporting documents.

Purpose of Activity: State the purpose of the proposed activity to be conducted during the educational leave.

Expected Outcome(s) with Assessments: State the expected outcome(s) of the proposed project. Identify what is to be accomplished during the educational leave. State how the expected outcome(s) will be assessed. Identify how you and others will know the outcomes have been accomplished.

Significance of Project: Identify the significance of the project. Describe how the proposed project addresses the University's, college's, and/or department's strategic plan and mission. Discuss the potential impact of the project. Identify how the leave will impact the faculty member's teaching and/or program curriculum.

Time Frame: Outline a time frame for the project, indicating dates for the accomplishment of specific outcomes.

Reporting Mechanism: Specify how the results of the project will be reported to the department and college. A formal post-leave report must also be submitted to the Provost's Office at the conclusion of the leave. Identify the time frame for reporting. Please note that the results of an educational leave must be included in the faculty member's annual evaluation.

Timeline

A faculty member requesting educational leave for fall semester or for an entire year submits an educational leave application to the department chair by December 1st. Recommendations are due to the provost by February 1st. A faculty member requesting an educational leave for spring semester submits an educational leave application to the department chair by June 10th. Recommendations are due to the provost by September 1st.

Special Notice

The receipt of an award for the development of creative and scholarly works and new material, devices, processes, or other inventions, which may have commercial potential, are governed by the Georgia Southern University Intellectual Property Policy.

University personnel are required to disclose intellectual property to the Georgia Southern Research and Service Foundation. Any publications, presentations, or creative works resulting from the leave should credit the support of Georgia Southern University.