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Library Faculty Educational Leave Policy

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Georgia Southern University

Educational Leave April 17, 2012

Under the Board of Regents Policy Manual, Georgia Southern University grants leave with pay for the purposes of promoting scholarly work, enhancing teaching, and encouraging professional development. Educational leave is awarded to highly productive members of the faculty who demonstrate academic excellence.

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. For an individual on an annual contract, leave may be for 12 months at half-salary or 6 months at full-salary.

A faculty member granted educational leave must return to Georgia Southern University for one academic year, if on an academic year contract, or one calendar year, if on an annual contract, immediately following the period of educational leave.

Eligibility

All tenured members of the faculty are eligible to apply for educational leave. To be considered for educational leave, the faculty member must be tenured and have 7 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 7 years.

Proposal Submission and Review Process

1. The faculty member discusses his/her leave plans with his/her Department Chair (or immediate supervisor) to determine if and how the department (or unit) can accommodate the faculty member’s absence for the proposed
leave period.

2. The faculty member submits an educational leave proposal to a department-level committee, which makes a recommendation to the Department Chair (or immediate supervisor).

3. The faculty member’s educational leave proposal along with the department committee’s recommendation and the Department Chair’s (or immediate supervisor’s) recommendation is forwarded to the Dean. [The Department Chair’s (or immediate supervisor’s) recommendation must include a statement regarding the programmatic and budgetary feasibility of the leave proposal.] Note: The department (or unit) 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 in writing of the final decision, with copies of the decision to the Department Chair (or immediate supervisor) and Provost.

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 of no more than four, single-spaced, pages 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 (or unit’s) strategic plan and mission. Discuss the potential impact of the project.

   **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. Identify the time frame for reporting. Please note that the results of an educational leave will 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 (or immediate supervisor) 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 (or immediate supervisor) 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 provide the Provost with a project disclosure on forms provided by the Office of Research Services and Sponsored Programs (ORSSP).

The Intellectual Property Policy is published in the Faculty Handbook and can be accessed at: http://academics.georgiasouthern.edu/provost/handbook/section400_1_2. The Georgia Southern University Intellectual Property Policy can also be found on the web at: http://welcome.georgiasouthern.edu/president/intpropol.htm.

Georgia Southern University Educational Leave Application Cover Page

Name of Applicant:

E-Mail Address:

Department:

P.O. Box:

College:

Department Chair:

College Dean:

Date Tenured at Georgia Southern University:

Years of Service at Georgia Southern University:

Year of most recent educational leave:

Requested Education Leave:

_____ Academic Year 20__ (1/2 salary)

_____ Fall Semester 20__ (full salary)

_____ Spring Semester 20__ (full salary)
_____ Calendar Year 20__ (1/2 salary) Starting Date:
_____ ½ Calendar Year 20__ (full salary) Starting Date:

Department Chair Recommendation

_____ I recommend this application for educational leave and, if the application is successful, I will facilitate the applicant’s release from other duties to conduct the proposed activity, within the limits of the department’s financial constraints and instructional needs.

_____ I do not recommend this application for educational leave.

________________________________________ Department Chair’s Signature Date

Department Committee Recommendation

_____ The Committee recommends this application for educational leave.

_____ The Committee does not recommend this application for educational leave.

________________________________________ Committee Chair’s Signature Date

Dean Recommendation

_____ I approve this application for educational leave.

_____ I do not approve this application for educational leave.

________________________________________ Dean’s Signature Date

Provost Recommendation

_____ I approve this application for educational leave.

_____ I do not approve this application for educational leave.

________________________________________ Provost’s Signature Date