



Educational Leave Policy

Area: Division of Academic Affairs	Number: 218.03
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Responsible Party: Provost's Office	Page(s): Page 1 of 2

I. Purpose

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.

II. Policy Statement

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. 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 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. Procedures

Proposal Submission and Review Process

1. The faculty member discusses his/her leave plans with his/her 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 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 and approved 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 fourteen 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's member 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.

The Intellectual Property Policy is published in the *Faculty Handbook, Section 402*.

University personnel are required to disclose intellectual property to the Georgia Southern Research and Service Foundation. More information on the disclosure process and related forms can be found at: <http://research.georgiasouthern.edu/intellectual-property-disclosure/>. Any publications, presentations, or creative works resulting from the leave should credit the support of Georgia Southern University.