

Faculty Leaves at the Frank Batten School of Leadership and Public Policy

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Policy ID: FAC-011

Contact Office: Academic Affairs Office

Oversight: Associate Dean for Academic Affairs

Reason for Policy: This policy provides parameters and guidelines for faculty leaves in circumstances where University policy does not exist and/or cover Batten School-specific situations. The **University Policy on Faculty Leaves** <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-038> states:

Schools and units may have specific procedures or more restrictive policies related to certain types of leave. Any school or unit policy that differs from the terms of this policy must be approved in writing by the executive vice president and provost before it becomes effective.

Accordingly, the Batten School policy on faculty leaves does not supersede the University policy; rather it supplements it. Batten School-specific procedures are also included.

Policy Statement: Consistent with University policy, Batten School faculty may take leave for professional or personal reasons. With the exception of leave taken under the Family and Medical Leave Act (FMLA), faculty members submit their requests for leave to the Associate Dean for Academic Affairs to obtain the required approvals. Leave requests are considered based on the faculty member's individual circumstances and the needs of the School at the time of the request. Since needs evolve and each decision has the potential to vary based on circumstances, individual decisions and determinations regarding faculty leave do not establish Batten School policy precedent.

A. Leave for Professional Reasons

The University offers sabbatical leave to support a faculty member's professional development. The Batten School has two sabbatical leave programs, one for faculty on the tenure-track and another for tenured faculty:

1. Tenure-track Faculty Sabbatical Leave

- a. Tenure-track faculty may apply for a one-semester sabbatical, to be taken during their fourth year at the University, after completing their sixth semester of teaching.
 - i. Teaching buyouts by the faculty member preserve the semester credit for teaching.
 - ii. Semesters when teaching release occurs without remuneration to the Batten School do not count towards sabbatical eligibility unless different arrangements are negotiated with the Dean in advance of the release.
- b. The faculty member must submit a written request for sabbatical leave to the Associate Dean for Academic Affairs prior to November 30 in the academic year prior to the requested sabbatical.
- c. Prior to finalizing teaching assignments for the coming academic year, the Associate Dean will review all leave applications and forward them to the Dean for consideration and approval with his/her recommendations.
- d. The faculty member will be notified about the decision on their sabbatical request by March 1.
- e. The one semester sabbatical releases an assistant professor from teaching one course, resulting in a 0:2 or 2:0 teaching load for their fourth academic year.

- f. The faculty member may request that the leave be taken as two semesters at half salary, rather than one semester at full salary, provided he/she has secured funding from external sources for the remaining half salary.
 - i. The Dean may waive the external funding requirement in unusual circumstances, under such circumstances, the faculty member will typically only receive a half salary as their total compensation during the leave year. As long as the commitment remains 0.50 FTE or above, full medical benefits are retained.
 - ii. The faculty member may not use Batten School-provided research or startup funds to cover the unpaid half of the salary.
 - iii. If the Dean approves two semesters at half pay, the faculty member will not teach or have administrative responsibilities for the academic year.

2. Tenured Faculty Sabbatical Leave

- a. Tenured faculty members may apply for a one-semester sabbatical, to be taken in the year after completing ten teaching semesters in the Batten School since their last sabbatical.
 - i. Teaching buyouts by the faculty member preserve the semester credit for teaching.
 - ii. Semesters when teaching release occurs without remuneration to the Batten School do not count towards sabbatical eligibility unless different arrangements are negotiated with the Dean in advance of the release.
- b. Tenured faculty members who hold endowed chairs or other senior faculty positions that provide for regular paid research leaves are not eligible for sabbatical leave by application.
- c. The faculty member must submit a written request for sabbatical leave to the Associate Dean for Academic Affairs prior to November 30 in the academic year prior to the requested sabbatical.
- d. Prior to finalizing teaching assignments for the coming academic year, the Associate Dean will review all leave applications and forward them to the Dean for consideration and approval with his/her recommendations.
- e. The faculty member will be notified about the decision on their sabbatical request by March 1.
- f. The one-semester sabbatical releases a professor from teaching one course, resulting in a 0:2 or 2:0 teaching load.
- g. The tenured faculty member may request that the leave be taken as two semesters at half salary, rather than one semester at full salary, if he/she has secured funding from external sources for the remaining half salary.
 - i. The Dean may waive the external funding requirement in unusual circumstances.
 - ii. The faculty members may not use Batten School-provided research or startup funds to cover the unpaid half of salary.
 - iii. If the Dean approves two semesters at half pay, the faculty member will not teach or have administrative responsibilities for the academic year.

3. Sabbatical Leave Application Process

All applicants for sabbatical leave must submit the following information to the Associate Dean for Academic Affairs by the November 30 annual deadline:

- a. A curriculum vitae, including dates of any previous sabbaticals, a list of courses taught since the last sabbatical, or in the case of untenured faculty members, since arriving at the University of Virginia.
- b. If applicable, a report from the last sabbatical with a brief description of the outcome of the work completed by the faculty member while on leave.
- c. A narrative statement of research plans (not to exceed 1,250 words) written to be accessible and understandable to people outside the faculty member's discipline and including details about the site at which the research will be carried out.

- d. Copies of the faculty member's last two annual reports.

4. Sabbatical Leave Selection Process

The Dean of the Batten School awards sabbatical leaves each year. The Dean considers the following criteria when making final decisions:

- a. Presence of an active and successful research program
- b. Tenured faculty candidate's fulfillment of the goals established for previous sabbaticals.
- c. Recommendations by the Associate Dean for Academic Affairs
- d. Total leaves taken by candidates prior to the sabbatical leave application.
- e. The Batten School's teaching needs during the year the sabbatical would occur.

5. Sabbatical Leave Procedures

- a. The Dean will detail the specific terms of the faculty member's sabbatical leave in writing.
- b. Prior to March 31, the faculty member must formally accept the sabbatical terms.
- c. During sabbatical leave, all full-time benefits normally remain in effect.
- d. All sabbatical leaves will be processed in the University human resource system as "educational leave."
- e. At the completion of the sabbatical term, the faculty member must send a final report that details the work completed and copies or citations of the published work completed during the term to the Associate Dean for Academic Affairs.
- f. Failure to submit a report will influence the Dean's decision on any subsequent sabbatical applications submitted by the faculty member.
- g. Any faculty member who accepts a sabbatical must return to a full-time appointment at the University for at least one year after the completion of the academic year when the sabbatical was taken.
- h. If a faculty member begins employment elsewhere within one year of returning from a sabbatical leave, he/she will remit to the University any salary paid to the faculty member during the leave.

B. Leave for Personal Reasons

1. In addition to the unpaid leave provided by the federal Family Medical Leave Act (FMLA) <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-026>, the University provides several categories of personal leave to help faculty balance their personal and professional commitments. The University policy on Faculty Leaves <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-038> provides specifics about personal leave types available to faculty members. Consistent with University policy, Batten School faculty may request that the Dean grant:
 - a. **Family Leave:** Leave without pay when circumstances in the faculty member's family make it difficult to carry out assigned duties.
 - b. **Modified Service Leave:** Leave with partial pay to allow the faculty member to serve temporarily as the primary caretaker of his/her child, spouse, or other disabled or elderly adult.
 - c. **Parental Care Leave:** Leave with full pay and benefits for up to eight weeks for a faculty member in the event of the birth of a child or children to the faculty member or her/his spouse -or- the faculty member adopting or becoming a foster parent to a child or children less than seven years of age.
 - i. For faculty members who give birth, any approved parental leave is in addition to paid leave granted through the University provided short-term disability benefit. The faculty member must apply for the disability benefit.
 - ii. In addition to eight weeks of paid leave, faculty members may request unpaid parental leave consistent with University policy.
 - iii. Faculty members may request teaching release for the full semester in which the qualifying

event occurs.

- The timing of the teaching release will be arranged between the requesting faculty member and the Associate Dean for Academic Affairs and approved by the Dean.
 - The teaching release will be concurrent with the semester in which the parental leave occurs. For faculty contracted to teach an odd number of courses in an academic year, the teaching release will cover the semester with the lighter teaching load. Under normal circumstances, the parental leave will not result in two consecutive semesters of teaching release.
 - Following the paid leave period, faculty will resume their non-teaching activities during the semester of teaching release. Faculty may consult with the Associate Dean for Academic Affairs regarding a temporary shift in their remaining effort proportions across the categories of research, service, and engagement for this time period.
- iv. Tenure-track faculty members may request a one-year tenure clock stoppage after a birth or adoption or placement of a foster child less than seven years of age.
- Clock stoppage is not automatic. The faculty member must make a formal request to the Associate Dean for Academic Affairs as part of the leave application.
 - Clock stoppage requests are forwarded to the Provost's Office for final approval.
 - The faculty member is notified directly by the Provost's Office if the request is approved.
- v. General faculty members on a multi-year contract may request a one-year extension of that contract after a birth or adoption or placement of a foster child less than seven years of age.
- Such an extension is not automatic. The faculty member must make a formal request to the Associate Dean for Academic Affairs as part of the leave application.
 - Contract extension requests are forwarded to the Dean and Provost's Office for final approval.
 - The faculty member will receive a modified contract if the request is approved.
- vi. If the parents of a child are both Batten School faculty members, they may be required to stagger or otherwise coordinate their leave periods to minimize disruption to the curriculum.
- vii. All paid and unpaid parental leave runs concurrently with any unpaid leave granted under FMLA.
- d. **Conversion Leave:** Faculty members converting from a 12-month to a 9-month appointment may be placed on leave without pay if their conversion date does not coincide with the beginning of the 9-month appointment cycle in August.
- e. **Modified Duties:** As per university policy (HRM-38), in association with and in addition to a period of leave for personal reasons, faculty may submit a request to the Dean's Office for a temporary release from their teaching and service responsibilities during a semester in which they take leave. Faculty may consult with the Associate Dean for Academic Affairs regarding temporary adjustments to other professional responsibilities, such as research and engagement, for this period. Modified duties are not a reduction in effort.
- f.

2. Personal Leave Procedures

- a. When possible, faculty requests for personal leave should be submitted to the Associate Dean for Academic Affairs no later than November 30 of the academic year preceding the year when the requested leave would be taken if approved.
- i. Because individual circumstances could make meeting the November 30 deadline impractical, the Associate Dean will accept and review all requests for personal leave regardless of the submission date.
- b. Leave requests, except for FMLA requests, are forwarded to the Dean and considered based on the recommendation of the Associate Dean and the needs of the faculty member and the Batten

School.

- c. Requests for FMLA are made directly to UHR. UHR will notify the faculty member, Dean, and Associate Dean for Academic Affairs once the leave is approved by the University.
- d. Approval and the specific terms of the personal leave will be communicated to the faculty member in writing, typically no later than March 1 of the academic year proceeding the year when the requested leave would be taken.
- e. Faculty members considering a request for any type of leave should consult with the Associate Dean for Academic Affairs as early as possible and contact a benefits counselor in University Human Resources (UHR) to understand the full range of options.
- f. If a faculty member requires an extension beyond the limits established for the relevant leave category, when circumstances permit, a written extension request should be submitted no later than 90 days prior to the scheduled term of return.
- g. Faculty members cannot use Batten School provided research or start-up funds for personal wages during unpaid leaves.