

Approved 12/07/07 by Executive Committee
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College of Public Health Policy for Faculty Professional Leave

Faculty who wish to apply for faculty professional leave (FPL) should consult OAA Policy and Procedures Handbook which includes eligibility requirements and the application form.

To ensure that FPL's are awarded on a competitive basis within the College of Public Health, proposals for FPL's, if approved by the Division Chair, will be reviewed by the Executive Committee. That group has representation from all Divisions and is in the best position to consider both the administrative implications and the competitive nature of any leave request. The Executive Committee will make a recommendation to the Dean and who has the final decision. The FPL mechanism is consistent with the College's strategic initiative to institute a competitive, peer-reviewed process which will provide faculty a period of uninterrupted time to invest in their professional development.

Guidelines for eligibility and for the proposal are as follows:

- 1) Proposals can be submitted by any regular faculty member holding a primary appointment in the College.
- 2) A faculty member has to have completed 7 years on the faculty of the University prior to taking a leave, though application could be made during their 7th year.
- 3) Proposals should be submitted to the Executive Committee before the end of the fall semester prior to the start of the proposed leave in order ensure a competitive review and to provide adequate time to review the application and to make arrangements to cover the applicant's teaching and other responsibilities. Note that the College must submit the proposal to OAA 2 months prior to the start of the leave.
- 4) Three years have to elapse between the end of a prior Special Assignment and the start of a FPL. Seven years have to elapse between the end of a prior FPL and the start of a new FPL.
- 5) Given the current size of the College, only a limited number of FPL's will be awarded for any one academic year.
- 6) Consistent with University policy, greatest weight will be placed on the merits of the proposal in light of the professional development of the faculty member and the advancement of the academic mission of the College.
- 7) The applicant should consult with their division chair and identify the methods to be used to cover their usual responsibilities.

Deviations from these guidelines will be considered under special circumstances.

Faculty will be asked to report on their FPL as part of the documentation for any annual review that includes the period in which the FPL was taken. Productivity during the FPL will be given the same consideration as productivity during a regular academic year.