

ASU Faculty Handbook (Adopted 2006, Amended 2010)

Section II.r. Compensated Faculty Leave

Purpose: The purpose of the compensated leave program is to provide opportunities for eligible faculty members to engage in professional activities that enhance their tenure at Arkansas State University while receiving regular salary.

Such activities, in turn, also enhance the faculty members' service to the University. In accord with the stated purpose, compensated leave may be granted for research, writing, other professional creative activities, graduate study leading to advanced degrees, travel for study/research, retraining tenured faculty members who teach in programs being phased out, or for further study to upgrade specific program(s). Eligible faculty members are encouraged to apply for compensated leave to initiate/continue/complete research or creative activities.

Eligibility: Instructional staff and academic administrators holding faculty status may apply for compensated leave under any of the following three options.

Option I: After six academic years, if no leave has been used, a full academic year may be granted at half salary. One semester of leave at full salary may be substituted.

Option II: Eligible persons who have not less than three-years of service to Arkansas State University, and who have been accepted in an accredited graduate program compatible with the mission of the department or academic area, may be granted an academic year's leave of absence for the purpose of graduate study. Compensation shall be at the rate of 10 percent for each year of service to Arkansas State University, not to exceed 50 percent of the appointment salary.

Option III: At the discretion of the Faculty Research Committee and the administration, compensated leave may be granted to retrain tenured faculty members employed in programs that are being reduced or phased out. Compensation shall be calculated at the rate of 10 percent for each year of service to Arkansas State University, up to a maximum of 50 percent of appointment salary.

Salary Determination: When approved, compensated leave will be granted on the basis of the appointment salary for the year in which the leave is in effect and in compliance with the option used. During the leave period, the total salary from all sources shall not exceed the faculty member's appointment salary.

Guidelines for Administration of Compensated Faculty Leave:

- Faculty members seeking compensated leave will submit detailed proposals to the department chair. After review, the department chair shall provide a written recommendation to the college dean. The college dean shall forward the proposal, the recommendation from the department chair, and an independent letter of recommendation to the Faculty Research Committee.
- Proposals will be due by the date set by the Faculty Research Committee.
- Proposals will be judged on their merit with regard to the stated purposes of the faculty leave program.

- The committee, serving in an advisory role, will rank the proposals according to merit and submit the ranked list and a copy of each proposal to the Office of the Provost/Academic Affairs and Research.
- The Office of the Provost/Academic Affairs and Research will determine, in conjunction with the department chair and college dean, which proposals require financial support (part-time faculty funds, etc.) and which do not.
- Proposals will be funded in their priority ranking as fund availability permits.
- The Office of the Provost/Academic Affairs and Research will notify the department chair and college dean and each applicant as to the disposition of each application.

Notification of Approval/Disapproval of Request for Leave: Wherever possible, the Executive Vice Chancellor and Provost will notify in writing the faculty member who requested leave, the department chair and college dean, concerning the action taken and the reasons for approval or denial of leave not less than six weeks prior to the date requested for leave.

Obligation to Return: The individual granted a compensated leave is obligated to return to the University for at least one academic year. Should the individual fail to voluntarily meet this obligation, the salary received during the leave shall be returned to the University.

Obligation to Report upon Return: The individual granted a leave shall file a report on the activities undertaken during the leave period with the department chair. The department chair is responsible for disseminating the report to the college dean and the Executive Vice Chancellor and Provost.

Limitations as to Number of Compensated Leaves: The number of leaves granted during any one academic semester shall not exceed ten percent of the faculty.

Reporting: A summary of compensated leaves granted will be reported annually to the Board of Trustees.

Faculty Research Award Committee Application Instructions

The Faculty Research Awards Committee will accept and review faculty requests for compensated leave per dates posted on the ORTT website. Department chairs are responsible for leave arrangements and notifying deans of these arrangements. Deans are responsible for detailing the estimated cost of replacing the applicant during the leave period. The Faculty Research Awards Committee will forward its recommendations to the Office of the Provost/Academic Affairs and Research per Faculty Handbook.

Applicants must submit:

1. Completed Application for Compensated Faculty Leave, including narrative attachments
2. Letter of support from department chair
3. Letter of support from dean, including estimated cost of replacing the applicant
4. Current curriculum vitae of applicant

Submit your packet to the Office of Research & Technology Transfer.

Application for Compensated Faculty Leave

Name _____ Date _____

Address _____ Email _____ Phone _____

Begin Leave Date _____ End Leave Date _____

College _____ Department _____

Rank ☐ Professor ☐ Associate Professor ☐ Assistant Professor ☐ Instructor

Tenure Status ☐ Tenured ☐ Tenure Pool ☐ Pre-tenure

Length of Service at time leave would go into effect _____

Have you ever received any compensated leave? ☐ Yes ☐ No If yes, when? _____

Amount requested ☐ Fall Semester ☐ Spring Semester ☐ Full Academic Year

Under which option are you applying (per Faculty Handbook)? ☐ Option I ☐ Option II ☐ Option III

Have you ever received remuneration under this option? ☐ Yes ☐ No If yes, when? _____

Attach a comprehensive proposal according to the following guidelines. Please include any additional sources of funding sought (research, external, etc.).

For **research**, attach a detailed plan in the following format:

1. Introduction/Statement of Problem
2. Methods/Procedures
3. Projected Timeline for Activities
4. Benefit to ASU
5. Products (report, grant application, presentations, publications, etc.)
6. Method for showcasing or reporting benefits and products back to the ASU community
7. Reason for selecting institution/site for research

For **training**, attach a detailed plan in the following format:

1. Introduction/Need for Training
2. Location and schedule for completion of training
3. Reason for selecting institution providing training
4. Benefit to ASU
5. Method for showcasing or reporting benefits and products back to the ASU community
6. Budget

For **continuing graduate study**, attach a detailed plan in the following format:

1. Current standing in regard to graduate work
2. Reasons for selecting institution at which you will study/train/work
3. Duties you expect to perform while doing graduate work
4. Approximate number of hours earned during the leave
5. Other information relevant to the application

(It is assumed that individuals requesting support for graduate study will have previously completed some graduate work on personal initiative before applying for university assistance.)