

Department of Mathematics Policy on Academic Leaves of Absence

Adopted October 27, 2000

The University recognizes that a leave of absence is a valuable component of the academic life of its teaching and research faculty. The University, however, does not subscribe to rigid formulae. Each leave is requested through a procedure described in Article III, Section 11 of the Academic Articles. This departmental policy is not intended to take the place of any of these procedures but to set internal guidelines for reasonable remuneration and scope of the leave. It is important to bear in mind that a leave of absence is not a form of compensation or an entitlement. A leave of absence is granted to accomplish an academic goal that cannot be met under normal working conditions.

In mathematics there are frequent opportunities to spend extended periods of time collaborating at universities and institutes around the world. Participation in such research groups is very valuable to the individual faculty member and promoting these opportunities is in the best interest of the department and the university. Academic leaves to develop curricular materials or pedagogical techniques also have merit. The Department must, however, fulfill its teaching responsibilities. It is conceivable that the Chair will disapprove of a leave solely because the person cannot be spared in the classroom that year.

A faculty member formally requests leave by completing and submitting Form L to the department chair. The members of the Executive Committee who have not requested a leave will be asked to prioritize the leave requests based on the proposals themselves and a ten-year history of leaves, including the fraction of salary paid by the University. The Chair will recommend leaves based on this prioritization and the availability of resources.

There was an adjustment to the policy in 2003, discussed in the Department Meeting although perhaps not formally adopted by a vote: "Executive Committee" was replaced by "CAP" (Committee on Appointments and Promotions).

Below is a table of the internal guidelines for leave of absence. Looking at our teaching commitments, the number of anticipated leaves due to options B and C below, and the number of faculty in the department, we can afford to grant roughly one course of leave after six years of teaching. The options are proportional variations of the $(6 \text{ years}) = (1 \text{ course})$ equation with extra incentive for waiting until 9 years. Since taking only a fraction of salary makes additional funds available for hiring visitors, it is possible to allow additional reduction in teaching under these options.

- A.** Unpaid leaves of absence are handled on a case-by-case basis.
- B.** Leaves that support the activities of a Sloan Fellow, a holder of an AMS Centennial Fellowship, or other such award are encouraged and must be handled on a case-by-case basis.
- C.** A full-year paid leave may be promised to a faculty member at the time of hire. The same has been given to retiring faculty in the year preceding their retirement. The Dean or the Office of the Provost may grant a leave upon the completion of an administrative appointment. For instance, the Department Chair has historically been granted a full year paid leave of absence to revitalize his/her research after completion of a four-year term.
- D.** After 4-5 years continuous service:
 - a. 1 semester leave at $2/3$ pay and teach two courses the other semester.
- E.** After 6-8 years continuous service:
 - a. 1 semester leave at full pay and teach two courses the other semester.
 - b. Full-year leave at $2/3$ salary.
 - c. Full-year leave at full salary and teach two extra courses, at least one of which is prior to the leave.
- F.** After 9 or more years continuous service:
 - a. 1 semester leave at full pay and teach one course in the other semester.
 - b. Full year leave at full salary and teach an extra course the semester preceding the leave

Additional factors governing this leave policy are as follows.

- 1.** After a University-supported leave is taken the clock counting continuous years of service restarts from 0. Any courses banked towards a leave and not cashed in to match one of the above policies cannot be carried forward for a future leave.
- 2.** An unpaid leave of absence does not count as service towards a University-supported leave, but does not restart the clock counting continuous years of service.
- 3.** No part of an academic year in which a University-supported leave is taken counts as service towards a future leave.
- 4.** Teaching additional courses (under options E.c and F.b) is done strictly on the approval of the Chair. For instance, the Chair will select the additional course to be taught and the semester in which it is taught in consultation with the Associate Chair.

r. Each leave request must explicitly state the terms of the leave, including the fraction of salary requested, number of courses released from teaching, etc. Any change in the parameters after a leave has been approved must have the approval of the Department Chair and the members of the Executive Committee who have not requested leave.