

# Faculty Professional Leave Policy

**Step One**  
An eligible **faculty member** desiring a professional leave shall submit a formal application to the **department chair**.

**Step Two**  
The **department chair's** recommendation, if supportive of the application, shall contain specific information as to how the workload of the member on professional leave will be handled during his or her absence.

- Criteria**
- 1. Seniority
  - 2. Academic superiority
  - 3. Potential for growth
  - 4. Distribution among disciplines
  - 5. Needs of the college
  - 6. Welfare of the academic unit and individual faculty opportunities

**Step Three**  
The **dean** shall consider the applications and recommend to the **Provost** and all applicants shall be informed in writing of the disposition of their requests at the collegiate/library level by the dean/director.

If,

the number of leave requests exceeds the budgeted support for professional leave in any given year

then,

the Provost **may** forward the applications to a **faculty advisory committee** for ranking

- Criteria**
- 1. Availability of adequate funding to support leaves
  - 2. Recommendation of the dean (and, when applicable **Advisory Committee**)
  - 3. Distribution of professional leaves among the colleges /library
  - 4. Needs of the institution
  - 5. welfare of the department/college and individual faculty applicant

**Step Four**  
The **Provost** shall inform in writing all persons recommended for leaves and the dean whether such leaves will be granted.

While the distribution of leave does not have to be equal between colleges every year, in general the goal will be to fund the equivalent of at least four professional leaves per year. Although the constraints outlined under "Eligibility" of this procedure, must be observed, professional leaves are to be awarded regardless of the size of the department.