

**Research Leaves
BU – PP 715**

I. DEFINITION

A University research leave ("Research Leave") is a one- or two-semester release from teaching and administrative duties during the academic year. During a one-semester leave, a faculty member will receive full contract salary and benefits. During a two-semester leave, a faculty member will receive 80% of his or her contract salary and full benefits. Two-semester leaves will run from the first full faculty meeting in August to commencement in May. The faculty member may obtain outside funding for the remaining salary differential. This policy does not apply to the law school, which has its own policy for sponsoring faculty research.

II. POLICIES

- a. Tenured and tenure-track faculty members with an active research agenda are eligible to apply for a one-semester Research Leave that would commence after the completion of three years of full-time service at Baylor. Alternatively, these faculty are eligible to apply for a two-semester Research Leave that would commence after six years of full-time service at Baylor. Tenured faculty will be eligible for no more than two semesters of Research Leave every seven years.
- b. As a general rule, there will be fewer two-semester leaves than one-semester leaves awarded in any given year.
- c. Faculty members who receive a Research Leave are expected to use it for full-time concentrated work on an approved research project. Approval must be obtained from the faculty member's department chair and dean and the Provost.
- d. Time spent on Research Leaves counts toward tenure. Leave recipients will, therefore, be subject to the annual review required by the Tenure Policy and merit pay evaluations required by the Faculty Workload and Merit Evaluation Policy.
- e. Upon the completion of a Research Leave, faculty members are expected to return to their contractual tenure or tenure-track appointments for at least one academic year. Should the faculty member not fulfill this requirement, he or she will be required to reimburse Baylor an amount of money equal to the salary received during the Research Leave. Research Leave recipients are also required during the semester they return to file a written report and make an oral presentation about the work produced during the leave. The written report must be submitted to the academic dean and chair within 90 days following the end of the research leave semester(s).

III. PROCEDURES

- a. Applications must be received by November 1 for any Research Leaves requested for the following academic year.
- b. Eligible faculty members must submit their Research Leave applications to their department chairs (or academic dean in those schools not having departments). The applications must be approved by: 1) the applicant's department chair, 2) a faculty committee appointed by the applicant's academic dean, 3) the applicant's academic dean, and 4) the Office of the Provost.
- c. The Office of the Provost will notify the deans of all decisions regarding Research Leave applications by December 15, and the deans will notify all applicants of

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these decisions by January 1. After applicants are notified, Research Leave awards will be announced on the Provost's web site.

Website: 9/29/03

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