

Research Leaves BU – PP 715

I. DEFINITION

A University research leave ("Research Leave") is a one or two term (semester or quarter) release from teaching and administrative duties during the academic year. During a one-term leave, a faculty member will receive full contract salary and benefits. During a two-term leave, a faculty member will receive 80% of his or her contract salary and full benefits. The faculty member may obtain outside funding for the remaining salary differential.

II. POLICIES

- a. Tenured and tenure-track faculty members with an active research agenda are eligible to apply for a single-term Research Leave upon the completion of three years of full-time service at Baylor. Alternatively, these faculty are eligible to apply for a two-term Research Leave after six years of full-time service at Baylor. Tenured faculty will be eligible for no more than two terms of Research Leave every seven years.
- b. 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, dean and the Provost.
- c. Research leaves count 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 Evaluation and Compensation Policy.
- d. 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 term(s).

III. IMPLEMENTATION PROVISIONS

From academic years 2003-4 through 2006-7, this policy will be phased in as the budget permits. Beginning in the fall 2003 term, all tenure-track faculty members hired in August 2000 or before and who have worked full time at Baylor since that date, are eligible to apply for a one-term Research Leave. Implementation of the two-term Research Leave, on a more limited availability basis, will begin simultaneously and will also be phased in over the same period. Two term leaves will run from June 1 to May 31. There will be fewer two-term leaves than one-term leaves awarded in any given year.

IV. PROCEDURES

- a. Applications received on or before November 1 will be considered. This date will govern applications for leaves that would begin June 1 or later of the next calendar year. For example, if a faculty member wanted to apply for one-term fall leave in 2005, he or she would need to apply for it by November 1, 2004. If he or she wanted a two-term leave beginning on June 1, 2005, the application would also be due by November 1, 2004.
- 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 announce recipients of Research Leave awards by December 15.