

## MEMORANDUM

TO: Chairs

FROM: Lawrence Schovanec, Dean

DATE: March 31, 2011

RE: Policy regarding Extended Faculty Absences

It may be necessary to develop non-traditional appointment or teaching or arrangements during a long semester for full-time faculty who need to be away from campus for an extended period of time due to research, service work, or other relevant scholarly obligations. In such cases, arrangements should be negotiated between the faculty member and the department chair that ensure that departmental instructional and programmatic needs are met, workload requirements are satisfied, and if appropriate or possible, salary support from the supporting institution is arranged to compensate the department. A written agreement should be developed that is both mindful of, and in the spirit of, relevant Operating Policies and Procedures (OP). The most relevant OP are reproduced below:

**OP32.06.** *Teaching responsibility also includes regular conduct of classes at scheduled periods; faculty who occasionally cannot meet classes at scheduled periods because of professional responsibilities or illness should arrange for alternative academic experiences.*

**OP32.18.** *In calculating teaching load, the equivalencies in the following section will be applied. Normally, a faculty member paid by funds appropriated for instructional purposes will comply with the statutory teaching load requirement by serving as the instructor of record for four or more organized courses in an academic year. In no case, however, will a faculty member paid full-time from funds appropriated for instructional purposes teach fewer than two organized courses in an academic year without the approval of the PSVPAA.*

**OP 79.01.** *Employees shall make off-campus trips only after obtaining appropriate approval by designated administrative officials, in accordance with established procedures, and when the trip contributes to the mission of the university. Employee travel may not interfere with the primary academic or administrative responsibilities of the traveler. Authority to Approve Travel: The following officers and administrators have the authority to authorize and approve all employee travel within her/his area, except travel to countries outside the United States, Canada, and Mexico as noted in OP 79.05, provided that such travel contributes to the mission of the university and is in accordance with current travel regulations. These officers and administrators may further delegate their authority.*

- (1) President
- (2) Provost/Senior Vice-President for Academic Affairs
- (3) Vice Presidents
- (4) Deans
- (5) Director of Athletics

**OP 79.04** *No trips away from headquarters shall be approved until arrangements have been made by the involved faculty or staff member to ensure the adequate performance of delegated duties and the undisturbed continuance of all parts of TTU operations during the faculty or staff member's absence. All travel to duty points outside the conterminous U.S. must be approved in advance and in writing by the provost, regardless of the funding source. If the duty point is outside the U.S. or U.S. possessions, excluding Canada or Mexico, other travel restrictions apply, and the traveler should consult OP 79.05.*

**OP 79.05** *Requests for international travel must be submitted through appropriate administrative channels to the PSVPAA at least two weeks before departure. If time is critical, the request should be hand-carried to the appropriate office for approval.*

In addition, chairs and faculty should refer to OP 32.15 on Faculty Leaves of Absence in cases when faculty absence is anticipated a few months in advance and the time away from campus could amount to a significant part of a semester. OP 32.15 also has clauses pertaining to funding from other institutions/sources in lieu of support from TTU.

The Faculty Absence Arrangement Application Form, attached below, should be forwarded to the Dean's Office in the College of Arts and Sciences for review. Upon approval, the formal arrangement will be forwarded to the PSVPAA for ultimate approval, if the arrangement will result in the faculty member teaching fewer than two organized courses in an academic year, as per OP32.18 and OP 79.05. Alternative teaching arrangement plans should be developed and requested the semester before arrangements are needed or as soon as possible when circumstances require that a faculty member respond to a special opportunity.

## Faculty Absence Arrangement Application Form

Requested by \_\_\_\_\_

Rank \_\_\_\_\_

Department / Area \_\_\_\_\_

Dates of Requested Leave: From \_\_\_\_\_ To \_\_\_\_\_

**Attach a statement that addresses the following points:**

- Contact information during absence from campus
- Reason and justification for absence from Texas Tech
- How the faculty member and Texas Tech University will benefit from the activities
- External support for activities, if applicable
- Accommodations for instructional and programmatic needs

### 3. Approvals

a. Chairperson/Coordinator

Approve

Signature:

Date:

b. Dean

Approve

Signature:

Date: