



## Texas Tech University Operating Policy and Procedure

### **OP 32.15: Faculty Leave of Absence**

**DATE:** September 13, 2006

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in handling faculty leaves of absence.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by May 15.

### **POLICY/PROCEDURE**

1. The Board of Regents may grant faculty development leaves of absence for study, research, writing, field observations, or other suitable purposes, under conditions allowable by the state of Texas. \* **In accordance with Section 04.06.1, Regents' Rules**
2. Such leaves will not jeopardize a faculty member's participation in benefits available by or through the institution or the state to faculty members. \***In accordance with Section 04.06.2, Regents' Rules**
3. Leave without pay will be granted for a maximum of one calendar year (effective the date the request is approved) for special situations. \***In accordance with Section 661.909, Texas Government Code**

An extension of one additional year may be granted only under very unusual circumstances. Extensions beyond two years are strongly discouraged and normally not granted.

4. In making recommendations for faculty leaves to the Board of Regents, procedures for selection consistent with state guidelines will be utilized by the president. \***In accordance with Section 04.06.3, Regents' Rules**
5. The following procedure is to be used for routine leaves of absence for academic purposes, ordinarily for a semester or an academic year:
  - a. The individual involved requests from the department chairperson or immediate supervisor a leave of absence on the *Application for Official Leave of Absence* (see attachment) at least four and one-half months prior to the beginning of the requested leave period. The request should specify the applicant's rank/position, specific beginning and ending dates of the requested leave, location of the leave, whether salary arrangements are requested or the leave is without pay, and the purpose of the leave of absence.
  - b. The chairperson/supervisor's recommendation should be noted on the *Application for Official Leave of Absence* and forwarded to the dean.

- c. The dean should note her/his recommendation on the *Application for Official Leave of Absence* and forward it to the PSVPAA. The chairperson and dean are invited to submit other relevant information.
  - d. The PSVPAA reviews the request and approves or disapproves the leave.
  - e. The Office of the PSVPAA notifies the individual involved of the decision by letter, sending copies to the president, dean, chairperson, and the Office of Institutional Research and Information Management. The information to the president should include at least those items named in Section 5.a above to provide appropriate data for ratification by the Board of Regents.
  - f. Upon receipt of a copy of the approval of a leave of absence from the PSVPAA, the appropriate chairperson/supervisor initiates a *Change-of-Status* form to implement the activity. The *Change of Status* form follows routine channels to the dean and PSVPAA and then to the distribution printed on the *Change-of-Status* form.
6. Faculty development leaves for which funds are provided through the university faculty development program are processed through separate procedures. (See OP 32.29)
  7. If the salary arrangements requested involve payment to the faculty member from university funds or through the university Payroll Office, the PSVPAA will coordinate the proposed financial arrangement with the senior vice president for administration and finance prior to approval of the leave or action by the Board of Regents. Persons who are not paid from university funds or through the Payroll Office should be advised to make arrangements to pay insurance premiums so their insurance will not be cancelled.

*Attachment: Application for Official Leave of Absence*

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