



PAC-28

Educational Leave of Absence

PAC Revised – 6/10/2001

Prepared by:
Excellence in Teaching Committee

Objectives of Presentation



Participants will learn the following about educational leaves at MSU:

- Purpose and guiding principles
- Eligibility
- Criteria for consideration
- Review and approval process
- Application packet—required materials and deadline
- Additional resources

Purpose of Educational Leave



To provide a leave of absence with pay for:

- Advanced study leading to an earned degree in applicant's teaching or related field
- Retraining and preparation for a specific vacancy

Guiding Principles



An educational leave of absence is a **privilege**.

It may be granted to an individual who has demonstrated above-average:

- Teaching effectiveness, professional activities, and service
- Potential to provide tangible contributions to MSU upon completion of educational leave

All requests will be considered—

Budgetary constraints may limit the number of leaves granted.

Eligibility: Faculty



Full-time faculty members, Standing I appointments, who meet the following conditions:

- Rank of instructor, assistant professor, associate professor or professor
- Minimum of three consecutive contract years of full-time teaching*
- Can provide two contract years of full-time service upon return from educational leave

** Time spent on any type of prior leave of absence is not included in this calculation*

Eligibility: Librarians



Full-time professional librarians who meet the following conditions:

- Rank of Librarian I, Librarian II, Librarian III or Librarian IV
- Minimum of three consecutive contract years of full-time service*
- Can provide two contract years of full-time service upon return from educational leave

** Time spent on any type of prior leave of absence is not included in this calculation*

Criteria For Consideration



The following factors are considered when evaluating applications:

- Academic department's/University's need for faculty member to have additional advanced study
- Benefit the academic department/University would receive as a result of additional advanced study
- Quality of academic service of the faculty member

Review & Approval Process



Applications are reviewed in the sequence below.

The recommendations at each level are recorded . . .
then submitted to the next level of review.

- **Departmental Leave Committee*** (*composed of tenured faculty members*)
- **Department Chair / Associate Dean**
- **College Dean**
- **University Excellence in Teaching Committee*** (*appointed by Faculty Senate*)
- **Vice President for Academic Affairs / Provost**
- **President**

**No person can serve on both committees*

Review & Approval Process



Educational leave of absence applications recommended by the **President** are presented to the **Board of Regents** for final approval at the **third quarterly meeting**

Application Procedure



The faculty member is responsible for submitting the application:

- On the appropriate form with required **documentation**
- To the **Department Chair** or **Associate Dean**
- By **December 9** preceding the fiscal year when the leave would begin

Application Packet



A complete application packet includes:

- The appropriate form with required **signatures**
- **Attached documentation*** (7 items)
 1. **Purpose** for leave
 2. **Plan** for leave
 3. **Acceptance** at appropriate and accredited graduate program
 4. **Vita** including education, work history, and annual performance evaluations for teaching / professional activities / service
 5. **Need** in academic department/University for advanced study
 6. **Benefit** to academic department/University from advanced study
 7. **Plan** to cover work responsibilities – *completed by immediate supervisor in cooperation with applicant*

**Refer to PAC-28 for additional details*

Application Packet



Application packets vary in size:

- The smallest fits into a 9 x 12-inch envelope
- The largest is no more than a 1-inch binder

Please be selective—

Only include documentation requested on the application

Faculty Rights During Leave



Refer to PAc-28 for details regarding the impact of leave on:

- Salary
- University insurance plan
- Contributions toward retirement
- Credit towards probationary period for tenure
- Position upon return
- Subsequent leaves of absence

Faculty Obligations



The following reports will be submitted to the appropriate college dean:

- **Interim report** at the completion of each semester
 - Course work completed
 - Credit earned
- **Final report** at completion of educational leave
 - Transcripts of courses completed
 - Description of how leave was spent
 - Status of degree completion

Questions



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