

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

- 1) We offer five different types of academic leaves. Consult the appendix at the end of this document to ensure that you select the right type(s) for your situation.
- 2) Fill out all relevant fields in this form. **Please fill out electronically.** *Incomplete forms will be returned to you and may delay consideration of your leave.*
- 3) Give your department chair your completed form, your CV, and a statement of your research plans. *Missing CVs and research statements may delay consideration of your leave.*

For those applying for Junior Faculty Research Leaves:

You must meet with your department chair to review a draft of your proposal and to discuss the timing of your leave. Please incorporate your chair’s suggestions about the goals and feasibility of the proposal into your final draft.

For Chairs:

- 1) Fill out section on page 2 called “For Department Chairs.” Sign the application and then upload the completed application along with the applicant’s CV and the statement of their research plans to the LEAVES folder on Box (you will find it among the Box folders your Department shares with the Deans’ office). **Do not send in paper copies! We will ONLY accept electronic applications via your department’s Box folder. Please do not email applications.**
- 2) After the completed application has been uploaded to Box, send an e-copy of the signed application to the applicant.

For Faculty Members

Full Name	Rank
Department	Department Chair
Semester & Year of Original Faculty Appointment	Today’s Date
Date of Second-Year Review (For Junior Faculty Research Leave Only)	Dates Served as Chair (For Chair’s Supported Research Leave Only)

Check off all Leave type(s) and semester(s) for which you are applying:

<input type="checkbox"/> Junior Faculty Research Leave	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year
<input type="checkbox"/> Sabbatical Leave Pick One: <input type="checkbox"/> One semester at full salary <input type="checkbox"/> Two semesters at half pay	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year
<input type="checkbox"/> Supported Research Leave Funding Source: Anticipated Date of Approval:	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year
<input type="checkbox"/> Academic Leave Without Pay	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year
<input type="checkbox"/> Chair’s Supported Research Leave	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year	<input type="checkbox"/> Fall Enter year	<input type="checkbox"/> Spring Enter year
Comments:				

Academic Leave Application

Signature of Applicant	Date
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For Department Chairs

Please evaluate the feasibility of the applicant's research plan over the period of the leave. (This box expands.)

Please comment on the applicant's record of productivity and overall research and scholarship activity. (This box expands.)

How will the department cover the applicant's courses, advisees, and service work during the proposed leave? (This box expands.)

Signature of Department Chair

Date

Appendix (from Faculty Handbook)

Junior Faculty Research Leave: Eligibilities and Policies

Research leaves for junior, tenure-track faculty members provide an opportunity to devote oneself full-time to scholarship in preparation for the tenure review.

***Eligibility and Opportunity:** All tenure-track faculty members are eligible to apply for a junior faculty research leave. However, such leave is not guaranteed, but is granted only when the conditions of the department and of the university are such that in the dean's judgment, the faculty member's absence will not seriously impair the interests of the university.*

A junior faculty research leave may be taken in the third or fourth year of the probationary period. In some cases, with the approval of the department chair and the dean, the leave may be taken during the fifth year of the probationary period. Taking a junior faculty research leave does not stop the tenure clock or lengthen the probationary period. Faculty members who take a junior faculty research leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave. If a faculty member does not return to the university following the leave, the faculty member is responsible for compensating the school for the salary received during the leave.

***Duration and Compensation:** The faculty member on junior faculty research leave may be absent from the university for a total of two semesters. Although it is generally advantageous to take this leave in consecutive semesters, exceptions can be made to accommodate departmental needs or the nature of the research.*

The faculty member receives full salary for the duration of the leave, up to two semesters. A member of the faculty on a junior faculty research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

The dean will consider requests for a maximum of one additional semester of leave during the pre-tenure period without pay funded from extramural sources over and above the two-semester leave that is internally funded.

Sabbatical Leave: Eligibility and Policies

A sabbatical leave is intended to provide tenured faculty members with opportunities for scholarly development that will contribute to their achievements and the value of their service to Tufts University. A sabbatical recognizes prior scholarly achievements and anticipates future scholarly contributions.

A member of the faculty on a supported research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

***Eligibility and Opportunity:** Tufts University does not guarantee the opportunity to take a sabbatical leave. Leave is granted when, in the dean's assessment, the conditions of the department and of the university are such that the faculty member's absence will not seriously impair the interests of the university. Sabbaticals are granted only to tenured faculty members and only with the dean's approval. The candidate for leave shall normally have served in a tenured or tenure-track position at Tufts for at least six years, although the dean may enter into a special agreement concerning the time of the first sabbatical for a member of the faculty who has been employed by another institution or organization. A faculty member who accepts a sabbatical is expected to return to the university for at least the length of the leave in a full-time capacity following the leave. If a faculty member does not return to the university following the leave, the faculty member is responsible for compensating the school for the salary received during the sabbatical. Ordinarily, sabbaticals are granted only if, at the expiration of such leave, the applicant would be eligible for continued service on the faculty of the school for at least one year before retirement.*

If a faculty member defers a sabbatical, the original sabbatical clock will remain intact. A faculty member may defer a sabbatical for up to seven years.

***Duration and Compensation:** A sabbatical may involve absence for an academic year at half-salary or for a semester at full salary.*

Supported Research Leave: Eligibility and Policies

The School of Arts and Sciences and the School of Engineering offer additional types of supported research leaves for tenured faculty members. Such leaves are awarded, for example, on a competitive basis by the Committee on Faculty Research Awards (FRAC) or as compensation for a term of administrative service as a chair of a department or as a dean.

Such leaves are granted only when the conditions of the department and of the university are such that in the dean's judgment, the faculty member's absence will not seriously impair the interests of the university. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave.

A member of the faculty on a supported research leave may not receive salary compensation from another institution or organization. This does not preclude short-term funding sources such as fellowships that support various research expenses or honoraria and travel expenses for invited lectures or seminars.

Partially Supported Research Leaves

If Tufts is funding all or part of an academic leave and the faculty member does not return to Tufts for at least the time he/she was on leave, the faculty member must pay back to the school the salary paid by the university during the leave.

Salary-Gap Supplement Policy

Tenure-track faculty members in the School of Arts and Sciences are encouraged to seek external funding to further their research and scholarship. Funding from outside of Tufts may be available from foundations, government agencies, nonprofit organizations, and other sources.

Many fellowship opportunities offer salary support that falls short of a faculty member's normal Tufts University salary for an equivalent period of time. Organizations that offer these fellowships are under no obligation to match the normal university-based salary of fellowship holders, and neither is Tufts obligated to provide the salary that would fill the gap for a faculty member who is not undertaking normal teaching and service obligations.

Faculty members seeking fellowship opportunities that offer salary support that falls substantially short of their normal salary should apply for these fellowships to coincide with their normal sabbatical eligibility, or seek multiple fellowship opportunities that might be combined.

Faculty members may apply to their Dean of Academic Affairs for "top-up" salary funding that will fill the gap between the fellowship salary and the portion of the full-time academic year base salary the faculty member would earn if fulfilling regular full-time duties. The salary-gap funding request should provide full details needed for consideration within the terms of this policy: an explanation of the fellowship, its terms and amount of support, the goals of taking the fellowship, disclosure of funding sources for the year, and any other relevant information.

The deans will take the following factors into consideration when making a decision about salary-gap funding:

1. Salary-gap support will be limited to nationally or internationally visible, prestigious and competitive research fellowships.
 - a. For a fellowship with a duration of one semester, A&S will consider salary-gap funding of up to 1/9th of the academic-year base salary. The Dean of Academic Affairs would consider supplementing an additional 1/9 for pre-tenure faculty members.
 - b. For a fellowship with a duration of one academic or calendar year, the school will consider salary-gap funding of up to 1/9th of academic- year base salary each semester.
 - c. Fellowship salary-gap support larger than the amounts specified here will be considered only in the case of the most prestigious and competitive national and international awards (Guggenheim, ACLS, NEH, and Fulbright).
2. The fellowship should allow the faculty member to make significant advances on a well-defined research project.
3. Proposals for fellowship salary-gap support may be denied if he/she has received salary-gap support in the past three years or if the faculty member is in a field in which one can be expected to seek salary support through research grants.
4. Salary-gap support is not intended to supplement consultancies or temporary jobs unless they would manifestly advance the faculty member's research.

The faculty member must also agree to return to full-time service for at least the time he/she was on leave following the conclusion of the leave period. This is consistent with university policy on paid sabbatical leave. The faculty member must also submit a report on what was accomplished during the leave.

Academic Leave Without Pay: Eligibility and Policies

Academic leaves without pay, distinct from unpaid personal leaves (described in the Faculty Handbook here:

<http://ase.tufts.edu/faculty/handbook/leave/definitionOfTerms.htm#personalLeave>), require approval from the department chair and the dean. This type of leave can be used in cases when the faculty member is engaged in professional activities, such as a fellowship, on behalf of Tufts. This leave may or may not be externally funded.

Usually they are not granted for consecutive periods longer than one academic year. In certain cases in the School of Arts and Sciences, the dean may recommend that a leave be counted among the consecutive years of service that are a prerequisite for a sabbatical. An applicant for an academic leave without pay must request that the time be so counted on the application. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave.

The letter from the dean to the applicant approving the leave without pay represents a commitment by both the university and the faculty member.

Therefore, changes to plans for the leave require the written consent of both parties.

If a leave without pay is granted for the year in which a tenure-stream faculty member would have been reviewed for the award of tenure, that year normally counts as part of the probationary period, and the review takes place during the leave.

If a faculty member is granted a leave without pay during his/her terminal year at Tufts, the granting of the leave does not extend the appointment beyond the original termination date of the contract.

Multiyear Academic Leaves of Absence

With the permission of his/her Dean of Academic Affairs, a faculty member may combine multiple types of academic leaves of absence.

With permission of his/her Dean of Academic Affairs, a faculty member may take an uninterrupted academic leave for up to 6 semesters, but must return to full-time teaching after the leave in order to retain his/her employment at Tufts.

With permission of his/her Dean of Academic Affairs, a faculty member may take a leave of one semester per academic year for up to five academic years, but must return to full-time teaching the year immediately after the leave in order to retain his/her employment at Tufts.

Chair's Supported Research Leave: Eligibility and Policies

Please make sure your successor as chair is aware of your leave.

A chair's supported research semester, also known as a chair's supported research leave, may be granted when, in the dean's assessment, the conditions of the department and of the university are such that the faculty member's absence will not seriously impair the interests of the university. A member of the faculty on a supported research leave may not receive compensation for services in another institution or organization. This does not preclude acceptance of fellowships that support various research expenses or of honoraria and travel expenses for invited lectures or participation in invited seminars or on boards, for example. Faculty members who take this form of leave are expected to remain at Tufts in a full-time teaching capacity for at least one year following the leave.

For questions regarding compensation and benefits while on leave, call the Faculty Affairs Office at 617.627.4182.