

SOUTHERN METHODIST UNIVERSITY POLICIES AND PROCEDURES

FACULTY

University Policy Manual

1. [University Policy Manual](#)
2. [2.0 Academic Affairs](#)
3. [2.13 Faculty Leave Programs](#)

Policy number: 2.13

Policy section: Academic Affairs

It is the policy of the University to grant members of the faculty in the tenure-track professorial ranks (assistant professor, associate professor, or professor) a leave of absence for the purpose of study, research, creative activity, or other pursuit of value to the scholarly agenda of the faculty member and the University.

This policy does not address childbirth, parental, or medical leaves, which are addressed in University Policy 2.14, Faculty Family and Medical Leaves.

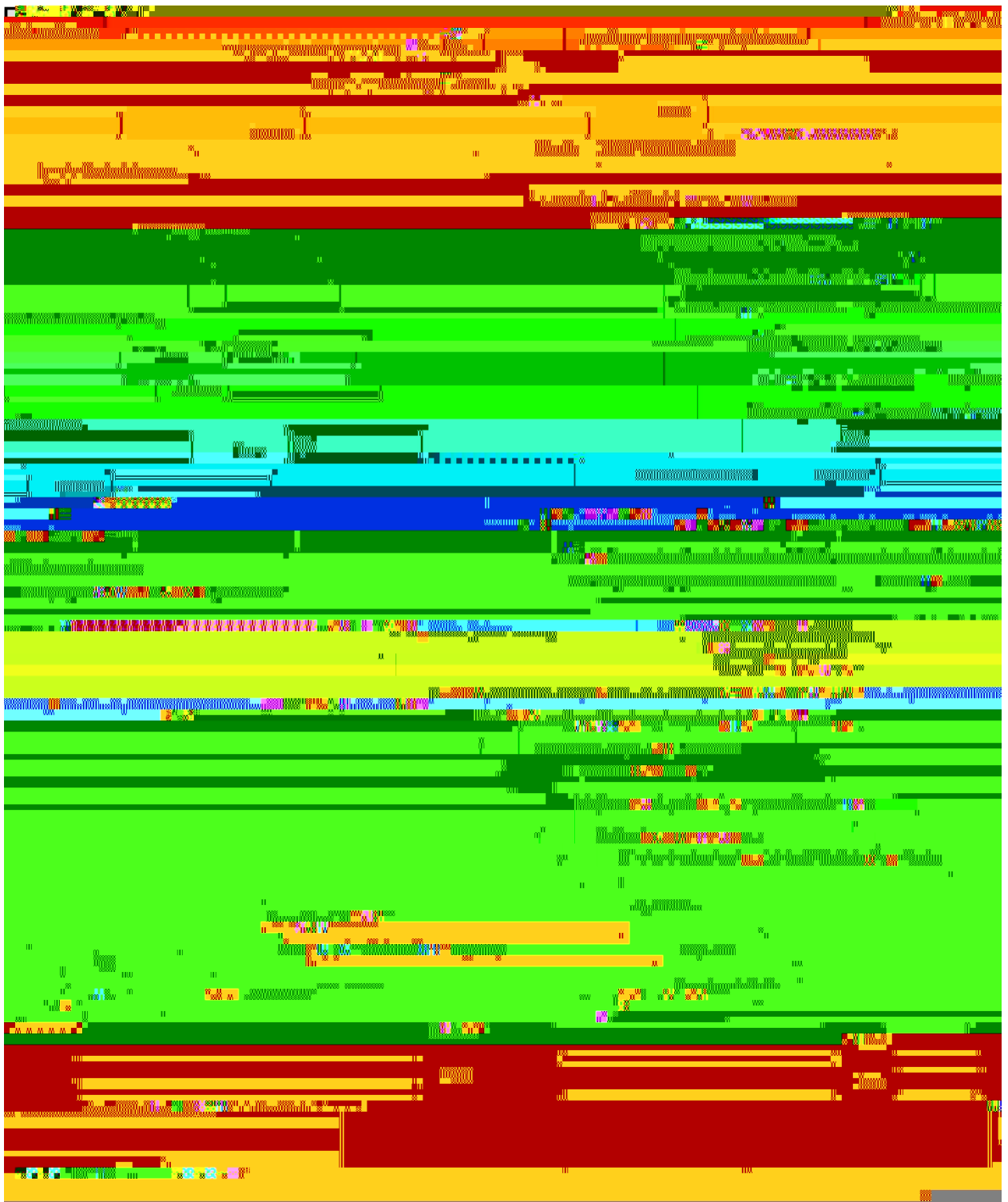
The purpose of a leave with pay is to enable faculty to increase their effectiveness and usefulness to the University through a period of sustained time for research, writing, scholarship, or creative activity. Professional activities that might detract from this purpose including teaching will ordinarily not be permitted during the research leave.

The purpose of a leave without pay is primarily to allow a faculty member to leave the University temporarily to undertake special projects or public or private service that would benefit the individual and University as well as the organization, institution, or cause served. However, such leaves may be approved for more general academic purposes.

Research leaves are available to those qualifying persons of the University who are full-time employees holding faculty rank of associate professor or higher. The faculty member is eligible to apply for one semester of research leave at full pay or one year of research leave at partial pay (typically half of the nine-month base salary for the college and most schools, but no more than two-thirds of base salary). The faculty member is eligible to apply for a research leave that begins after a minimum of twelve semesters of full-time service since the initial appointment or last research leave or a minimum of ten semesters of full-time service after a junior faculty research leave (see below). Faculty with more than the minimum number of semesters of full-time service needed for eligibility may not carryover the additional semesters toward eligibility for a future leave or use the additional semesters to request a longer research leave at full pay. A faculty member who takes a research leave must agree to return to full-time service at SMU for at least one year.

Tenure-track assistant professors (or possibly tenure-track associate professors) who have undergone a formal third-year review and are deemed to be making good progress towards achieving tenure are eligible for one semester of paid Junior Research Leave to concentrate on research, scholarship, and/or creative activity. This leave is normally taken during the fourth or fifth year of the probationary period. The faculty member should have completed six semesters of full-time service and the leave must be completed prior to September of the academic year in which the tenure decision will be made. If a faculty member has been granted a semester or more at full pay with no teaching duties as part of the employment contract, he or she is not eligible to apply for Junior Faculty Research Leave.

A faculty member who takes a Junior Research Leave must agree to return to full-time service for at least one year. The faculty member is eligible to apply for the next research leave following ten semesters of full-time service since the Junior Research Leave.



From the Senior Associate Dean

- Ø The Senior Associate Dean contacts Meadows Academic Chairs/Directors leave applications.
- Ø Communication between Chairs/Directors and their respective faculties regarding future faculty development leave opportunities should be ongoing.
- Ø Leaves are not guaranteed and must be earned.
- Ø faculty adherence to University Policies and Procedures on faculty leaves and all University Policy. However, strict adherence to the limitations on leaves, as articulated in University Policy, may not take into account the variety and nuances of what - leave activities that are completely appropriate and extremely valuable for faculty in certain Meadows School academic programs. In such instances, Chairs/Directors should consult with the Senior Associate Dean regarding how best to make the case for approval from the