Administrative Leave (applies only to Unit B Faculty)

a. Eligibility
An Administrative Leave is granted at the discretion of the University President. An employee may receive an Administrative Leave only after completing at least five years of full-time service at the University. An Administrative Leave shall not be awarded to the same employee more than once in every seven academic years, and Administrative Leave time shall not be cumulative.

b. Uses
Administrative Leave may be used for Professional growth.

c. Availability
The number of Administrative Leaves will not exceed one at any given point in time.

d. Procedures
Administrative Leave proposals shall be reviewed according to procedures established by the University. The University President may deny a request for an Administrative Leave on the grounds that the proposal does not advance the professional development of the applicant. Within 10 working days of a notice of denial, the University President, upon written request of the applicant, shall provide a written explanation for the denial to the employee who submitted the proposal.

e. Priority
If the number of acceptable Administrative Leave proposals exceeds the number of available Administrative Leaves at the University, priority of award shall be determined on the basis of years of service at the University or years of service since the last Administrative Leave. If an employee has never had an Administrative Leave at the University, her/his priority shall be determined on the basis of years of full-time service at the University. If an employee has had an Administrative Leave at the University, her/his priority shall be determined on the basis of the number of years since the employee’s last Administrative Leave.

f. Terms
The term of Administrative Educational Leave shall be either a one semester 50% assignment, or a full academic year at 50% assignment. Preference will be given to the one-semester leaves.

g. Conditions
The faculty member shall, prior to the granting of Administrative Leave, enter into a written agreement with the Board that upon termination of such leave, the faculty member will return to the University for one semester and that, in default of completing such service, will refund to the University, unless excused there from by the Board for reasons satisfactory to it, an amount equal to such proportion of salary received while on leave as agreed bears to the whole amount of service agreed to be rendered. Such written agreement will be cancelled at the end of the required semester of service, or upon the non-retention, permanent disability, or death of the employee.
h. Report of Administrative Leave

By the end of the first semester following the administrative leave, the employee shall file a written account of activities and accomplishments as related to the goals and objectives stated in the administrative leave proposal with the supervisor, dean (if appropriate), and appropriate vice president. The report shall include (1) a summary of the project/work accomplished, and (2) progress toward and/or completed outcomes as stated in the proposal. The Academic Vice President shall mark the report complete/incomplete. The employee will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future administrative leaves. All reports shall be placed in employees’ personnel files and in the University Archives.