



UT Health Science Center:	
FA107 Faculty Educational and Development Leave Policy	
Version 1	Publication Date: 06/14/2022

No./Title: FA107 – FACULTY EDUCATIONAL AND DEVELOPMENT LEAVE POLICY	Resp. Office: FACULTY AFFAIRS Approval Body: FAWG	Effective Date: 03/01/1992
Category: Faculty	Last Review: 10/02/2014	Next Review: 08/03/2020
Contact: Cynthia Russell, Associate Vice Chancellor Faculty Affairs Office	 901.448.6158	 crussell@uthsc.edu
Related Policies:	UTHSC HR Procedure #355: Leave of Absence UTHSC HR Procedure #335: Educational Leave UTHSC HR Procedure #330: Educational Assistance (Fee Waiver)	

POLICY

The University of Tennessee Health Science Center (UTHSC), recognizing the inherent value of providing opportunities for faculty to develop their expertise as researchers/scholars/educators and/or to enhance their academic credentials, will, to the extent feasible, allow faculty to take paid or unpaid professional leave to continue their education and/or participate in research, grants, fellowships, etc. for the purpose of professional growth and development. Each request for leave will be evaluated on its own merit. University approval will depend upon the evidence provided as to the faculty member's enhanced value to the University resulting from such leave as well as the ability of the unit to function properly while the faculty member is on leave. Faculty should be aware that workload issues within the department may preclude approvals for leave for the specific times and dates requested

RATIONALE

In accordance with HR policy 355, decisions to grant a leave of absence should be based on “continuous service with the University, reason for the leave, employee (faculty) performance and personnel needs of the department.” Faculty seeking an extended leave (either with or without pay) to continue their education or to enhance their research credentials must receive approval from their department chair at least three months in advance of the anticipated leave. Additional levels of approval, e.g. by the dean, the Vice Chancellor for Academic Faculty and Student Affairs (VCAFSA) and the Chancellor, are required for leaves that exceed 3 months and/or for paid leave.

Normally, educational/development leaves should not exceed 12 months, although an extension of up to one additional year (usually without pay) may be approved. Shorter absences or those occurring on a more intermittent basis may be accommodated with the approval of the chair, using annual leave or a reduction in percent effort as appropriate. Faculty should seek additional information from Human Resources to assure receipt of retirement service credit and/or continuation of benefits during an approved leave at an off campus location.

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PROCEDURE

To receive approval for an educational/development leave, the faculty member must provide the following information (form provided below):

1. Duration of the requested leave.
2. Proposed off-campus site at which the education/development will occur.
3. Brief description of the benefit that will be derived by the faculty member during the approved leave and how the enrichment obtained by the faculty member would add value to the university.
4. Source and requested level of salary support during the leave. If an unpaid leave is sought, the faculty member should state this fact in his/her request to the chair. Since unpaid leave can affect the continuation of benefits, the faculty member should consult with Human Resources before initiating leave (see also HR policy 355). For leaves with pay, faculty will continue to receive full benefits with some exceptions related to accrual of sick and annual leave and credit toward retirement (see HR policy 355). Since time on leave is considered part of their tenure probationary period, tenure track faculty should be aware that they must execute a revised Faculty Appointment Agreement before beginning their leave in order to extend their tenure review date. The faculty member's home department is normally responsible for providing salary support (full or partial) during the approved leave unless alternate funds are available (e.g. from a grant, travel award, sponsorship by their host university, etc.). Salary support from UTHSC cannot normally exceed 6 months at full salary or 12 months at half salary. Faculty pursuing a degree program may also be eligible for a fee waiver (full or partial) for tuition fees if the program meets the specified criteria – see HR policy 330 for details.

Once he/she has received this information, the department chair makes a determination as to whether the request can be accommodated based on department personnel needs/finances and benefits to the individual and the department. If he/she approves, the department chair forwards the request to the dean. For a leave up to 3 months, the request can be approved by the chair and the dean. For a leave greater than 3 months, the request must also be approved by the VCAFSA. In all cases, the department chair retains the original request form and a copy of the approved request is placed in the faculty member's UTHSC personnel file.

ELIGIBILITY REQUIREMENTS

In order to be eligible, the individual must have held a full-time appointment for two consecutive years, either academic or calendar, prior to the beginning date of the grant. The recipient is required to return to employment at UTHSC for not less than two months of full-time employment for each month of the grant awarded. Failure to remain employed for the period

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of time agreed upon will result in a financial obligation by the individual to the University.

REQUIREMENTS ON RETURN FROM LEAVE

Within 30 days of the conclusion of the approved leave, the recipient must prepare a report and send the original to the dean, with a copy to the department chair. The dean will review the report and forward a copy to the Vice Chancellor for Academic, Faculty, and Student Affairs, for inclusion in the faculty member's file. If the faculty member has been on a leave of absence without pay, the home department must inform payroll and process appropriate paperwork to return the faculty member to the system.

APPROVAL HISTORY

Effective: March, 1992

Revision: November, 1994

Revised: October 2, 2014, Faculty Affairs Work Group (FAWG)

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UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER
Request for an Educational/Development Leave

FACULTY NAME _____ **PERSONNEL #** _____

DEPARTMENT / DIVISION _____ **COLLEGE** _____

SITE OF DEVELOPMENT ACTIVITY / EDUCATIONAL PROGRAM

NATURE OF PROPOSED DEVELOPMENT ACTIVITY / EDUCATIONAL PROGRAM

EFFECTIVE DATES OF ASSIGNMENT: (check appropriate length of time and insert dates)

_____	Less than 3 months	FROM:	_____	TO:	_____
_____	3 to 6 months	FROM:	_____	TO:	_____
_____	6 to 12 months	FROM:	_____	TO:	_____

JUSTIFICATION: (Please include specific financial information as to whether full or partial salary is to be reimbursed, any other cost requests, and how individual's responsibilities will be covered while away. If necessary, attach a separate page).

Chairman _____ **Date** _____

Dean _____ **Date** _____

If 3 to 12 months, also requires signature below:

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**Vice Chancellor, Academic,
Faculty, & Student Affairs** _____ **Date** _____