

RESOLUTION TO REVISE FACULTY HANDBOOK SECTION 2.17.12 RELATED TO CHANGE OF DUTY STATION AND SPECIAL LEAVE

WHEREAS, the university's Faculty Handbook includes faculty employment policies; and

WHEREAS, the Faculty Handbook is revised to incorporate editorial updates, new or amended policies; and

WHEREAS, on an annual basis, the Faculty Handbook is ratified by the Board of Visitors; and

WHEREAS, the Office of the Provost reviews the handbook and considers current practice and how it is described and reflected in the Faculty Handbook; and

WHEREAS, language in Chapter Two of the Faculty Handbook that describes Change of Duty Station and Special Leave requires clarification; and

WHEREAS, the addition of 2 subsections, one related to Change of Duty Station (proposed 2.17.12.1) and one related to Special Leave (proposed 2.17.12.2) accurately describes each type of leave;

NOW, THEREFORE BE IT RESOLVED, that Section 2.17.12 of the Faculty Handbook be revised to include 2 sections: one describing Change of Duty Station and one describing Special Leave, as indicated in the attached;

AND, BE IT FURTHER RESOLVED, that the revisions will be included in appropriate electronic and print materials.

FACULTY HANDBOOK (CURRENT)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave. A change of duty station may be approved in instances such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required when such absences involve salary payment by university general funds, either in full or in part. Such authorization is usually not granted for longer than one semester. The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits. The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.

FACULTY HANDBOOK PROPOSED REVISION (in red)

2.17.12 Change of Duty Station or Special Leave

Absence from campus or the home work location for a period of more than two weeks while carrying out university-approved activities is called a change of duty station or special leave.

2.17.12.1 Change of Duty Station

A change of duty station may be approved in instances ~~where a faculty member would be hosted by another institution or organization and undertake activities such as grant responsibilities, opportunity of a prestigious fellowship in residence at another institution, or similar activities~~ of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required. ~~when such absences involve salary payment by university general funds, either in full or in part.~~ Such authorization is usually not granted for longer than one semester. ~~The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits.~~ In certain circumstances, the provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support is appropriate. ~~The provost or the senior vice president and chief business officer determines whether a change of duty station involving institutional salary support or leave without pay is appropriate to the circumstances.~~

~~Change of duty station requests for temporary remote work, where the faculty member is not affiliated with another institution or organization, may be approved on a very limited basis. Faculty members who are approved for a change of duty station for temporary remote work are expected to fulfill all assigned responsibilities including teaching, research and scholarly work, outreach, and service. Change of duty station requests for temporary remote work are usually not granted for longer than one year.~~

2.17.12.2 Special Leave

A **special leave** may be approved in instances such as grant responsibilities, opportunity for a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or senior vice president and chief business officer, depending upon the reporting structure, on recommendation of the department head or chair and dean (or appropriate administrator) is required when such absences involve salary payment by university general funds, either in full or in part. Such authorization is usually not granted for longer than one **year semester**. The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits. ~~In addition to Special Leave, Study-Research Leave and Research Assignment Leave are available to tenured and continued-appointment faculty, and are described in detail in section 3.8, 3.9, 4.8, and 4.9 of this handbook.~~

RECOMMENDATION:

That the resolution to revise the change of duty station and special leave language in the Faculty Handbook be approved.

June 7, 2022