

## **OP 5. Faculty Leaves**

### **OP 5.1 Process for Requesting Professional Leave**

**OP 5.1.1 Request.** All requests for professional leave shall be made to the faculty member's Department Chair/Supervisor. The request shall include a proposal for the use of the leave, any supporting documents, and the dates for which the faculty member is requesting leave.

**OP 5.1.2 Department Chair Recommendation.** The Department Chair shall make a recommendation, which shall include a plan for covering the requesting faculty member's course(s) and other work. It shall be forwarded with the faculty member's request for professional leave to the Dean.

**OP 5.1.3 Dean Recommendation.** The Dean shall consider the faculty member's request for professional leave and the Department Chair's recommendation before making an independent recommendation. All recommendations and the proposal shall then be forwarded to the Provost and Executive Vice Chancellor.

**OP 5.1.4 Provost Decision.** The Provost's decision to grant or deny the leave, which is final, shall be provided to the faculty member in writing and copied to the Department Chair and Dean. If granted, this notice will include the terms of the leave.

### **OP 5.2 Process for Requesting Reassigned Time & Appealing a Denial of Reassigned Time.**

**OP 5.2.1 Requests for Reassigned Time.** All requests for Reassigned Time must be submitted to the Department Chair no later than the first day of class of the term one year prior to the requested leave. The submission must include the items detailed in Faculty Handbook section 5.3.4.

**OP 5.2.2 Department Recommendation.** The Department Chair shall submit all materials to a committee made up of all tenured and tenure-track faculty in the department. A majority vote and an independent recommendation from the Department Chair is required before a request shall be submitted to the Dean for consideration. The Chair's recommendation must include how a faculty member's classes will be covered during their reassigned time leave.

**OP 5.2.3 Dean Recommendation.** Upon consideration of the request and the needs of the department/college, the Dean shall submit an independent recommendation to approve or deny the Reassigned Time request to the Provost and Executive Vice Chancellor. The dean's recommendation must include how a

faculty member's classes will be covered during their reassigned time leave.

**OP 5.2.4 Provost Decision.** It is the sole discretion of the Provost to grant or deny the Reassigned Time. The Provost's decision shall be provided to the faculty member in writing and copied to the Department Chair and Dean.

**OP 5.2.5 Appeal Process if Request is Denied.** A faculty member may appeal a denied request for Reassigned Time to the Senior Vice Provost within ten (10) calendar days of receiving the Provost's decision. The Senior Vice Provost shall organize and convene a committee of three faculty from an affiliated discipline to review the proposal and make an appellate recommendation to the Provost and Executive Vice Chancellor. The decision of the Provost shall be final.

**OP 5.3 Family/Medical and The Tenure Clock.** When a tenure-track faculty member is granted Family/Medical Leave [FH 5.4], an automatic one-year extension of the tenure clock will be granted. A maximum of two (2) automatic one-year extensions of the tenure clock may be granted to an individual under this process. Notwithstanding the foregoing, a faculty member may opt out of the automatic one-year extension to the tenure clock by completing [this FORM](#). The Form should be sent to Academic Affairs with copies to the Dean and Department Chair/Supervisor.