

PRE-TENURE ACADEMIC LEAVE



College of Education Pre-Tenure Academic Leave Effective fall, 2004

The College of Education provides untenured faculty with an opportunity to apply for a one-semester pre-tenure academic leave to allow an individual to enhance his or her scholarship and teaching. Submitting an application does not automatically result in the granting of a pre-tenure leave.

Each application is evaluated for potential contributions to the individual's tenure portfolio, as well as benefits to both the college and university. In addition, the dean recommends such academic leave to the provost when satisfactory arrangements can also be made to carry on the essential work of the program and the college during that individual's absence.

The guidelines and procedures for pre-tenure academic leaves are as follows:

1. During the third year of service, an untenured COE faculty is eligible to apply for a pre-tenure academic leave.
2. Pre-tenure academic leave is granted to an individual for one semester at full pay and benefits.
3. The period of a pre-tenure academic leave is included in the faculty member's probationary period. The letter granting the academic leave must state that the time on leave is included in the probationary period.
4. No more than two junior faculty in the COE are granted pre-tenure academic leave during any given academic year.
5. A COE faculty member granted a pre-tenure academic leave would be unlikely to receive support for a professional leave of absence funded by the university fewer than seven years following that pre-tenure leave.
6. Applications for pre-tenure academic leave are due February 1st for the following fall semester and September 1st for the following spring semester.
7. Pre-tenure academic leave applications are made through submission of a proposal letter submitted to the Department Chair. Following discussion with the applicant's program coordinator about how courses and other responsibilities will be covered, the Chair makes a recommendation to the Dean, who then makes a formal recommendation to the Provost. The Provost will inform the candidate as to whether the application is approved or not.
8. No later than two months after the pre-tenure academic leave is completed, the faculty member must submit a post-leave report to the Provost that is included in his/her tenure review.

Note: These procedures operationalize what is described in detail in Section 2.4 Leave of Absence of the *Rules and Procedures of the Faculty* pertaining to academic leaves.