

July 14, 2020

MEMORANDUM

TO: Faculty of the College of Science

FROM: Elliott Cheu, Interim Dean

RE: College of Science Policy on Research Leaves

In a May 15, 2020 memorandum, Provost Folks indicated the possibility that faculty could request a “research leave.” This is not a formal leave of absence nor is it a sabbatical, but rather an agreement developed between a faculty member, their department head, and college dean to grant a release of teaching and/or service commitments via reduction in FTE in order to focus on research pursuits. Such leaves are potentially beneficial to a faculty member for enhancing research productivity and to a department for savings due to voluntary salary reduction. The process by which a research leave can be requested is detailed in the following steps.

1. The faculty member submits a formal written proposal to their department head that explains the type of release requested (i.e., release from teaching specific courses, departmental committees, etc.) and the amount of FTE reduction. In addition, the proposal should include an explanation of the specific aims of the leave and agreement to provide a progress report within 60 days of the end of the leave.
2. Assuming approval of the research leave, the Department Head will submit the request to the Dean along with a description of the expected financial savings (e.g., with a 40% reduction of FTE, \$45,000 in salary will be saved; hiring a lecturer to cover the teaching duties costs \$10,000 providing a net savings of \$35,000).
3. Upon approval by the Dean, a written agreement will be provided by the College of Science requiring signatures of the Dean, Department Head, and Faculty member.

