

UIC FACULTY AFFAIRS POLICIES AND PROCEDURES

SECTION: FPP 200 - Leaves

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SUBJECT: Educational Leave

APPROVED BY: Provost

EFFECTIVE DATE:

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OBJECTIVE: There are certain circumstances in which a member of the faculty will be absent on business which is not personal but which is educational (educational leave) in character and is carried on specifically for the benefit of the University. This policy outlines the steps that should be applied when a faculty member requests such a leave. Any circumstances involving borderline situations between personal leave of absence and educational leave of absence should be cleared with Faculty Affairs Human Resources.

POLICY: A leave of absence without pay will be designated as educational if the purpose of the leave is for study, research, or other pursuits, the object of which is to increase the faculty member's usefulness to the University. Faculty who take a leave to "try out" a position at another institution or independent agency will not be granted an educational leave, but may be granted a personal leave.

An educational leave with pay, with partial pay, or with no pay is generally the result of an award or a fellowship such as those granted by the National Science Foundation, a Guggenheim Award, a temporary appointment at another institution when this appointment would, in the interest of the University, permit engagement in scholarly activities that are not otherwise practicably available and that will significantly enhance the faculty member's professional effectiveness. If such a leave is taken by an assistant professor in the tenure probationary track, the time spent on leave from UIC will count toward the tenure probationary period. Sabbatical leave service credit is generally granted while on an educational leave as well, but sabbatical credit must be requested at the time of the educational leave.

Any leave granted for more than one year in length will require written justification with approval and endorsement by the head and dean as these leaves require prior approval from the Provost.

APPLICABILITY: Applicable to tenured faculty, tenure-track faculty holding at least a 51 percent time appointment under the rank of assistant professor, and non-tenured clinical and research faculty. Applicability does not extend to faculty, unless tenured,

with less than a 50 percent time appointment or to faculty appointed with the modifier of “adjunct” regardless of the percent time.

PROCEDURE: First year educational leaves supported by the department head or chair should be sent to the dean of the college for approval. If the faculty member is requesting that the time spent on an educational leave count as service time toward a future sabbatical leave, that request must be made at the time the educational leave is requested. Approval of the sabbatical leave credit from the head or chair and the dean are required with final approval from the Provost.

REFERENCES:

University of Illinois [Statutes](#), Article IX, Section 7 (g)