

University of Missouri-Kansas City
College of Arts and Sciences
October, 2008

Guidelines for Faculty Leaves, Course Reductions and Buy-Outs

Faculty Leaves

Current UM and UMKC Policies Relating to Faculty Leaves

As of January 31, 2008, the University of Missouri System's Collected Rules and Regulation (340.070) divides faculty leaves into Professional Leaves and Personal Leaves. This section will address Professional leaves only. The full document may be seen at: <http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/070.shtml>.

Guiding Principles for Faculty Leaves

Professional leaves provide faculty with the opportunity to work full-time on their research and/or teaching projects. Since these leaves should benefit not only the individual faculty member, but also the Department, the College and—ultimately—students, a policy for faculty leaves should encourage faculty to seek leaves as part of their professional development. The policy should be flexible enough to be responsive to leave opportunities as they arise, yet encompassing enough so that the teaching and service missions of the Department and the College can be maintained properly during the faculty member's absence. This policy also is designed to help the College to stay competitive in the recruitment of new faculty.

A&S Policies and Procedures:

The College of Arts and Sciences will provide professional leaves to foster the career development of its faculty members. Applicants for research, development, and sabbatical leaves should cast their requests in the context of their immediate and long-term career goals. Career plans should include an assessment of the faculty member's present professional status, a description of the academic areas in which the faculty member wishes to grow, and a statement of the goals to be accomplished during the leave. The application should clearly state the measures that will be used in reporting the outcomes of the leave to the Department Chair, the Dean and the Provost.

Research, Development and Sabbatical leaves are considered a release from most normal duties to pursue the stated purpose of the leave. However, leaves should be scheduled in consultation with the Chair and must not unduly interfere with course offerings in the Department. Furthermore, leave requests must be sensitive to the needs of graduate/doctoral students who are being mentored by the faculty member requesting the leave. As much as possible, prior commitments or continuing commitments, whether they be for students, colleagues, the institution or outside the institution, should be satisfied before the leave commences. Continuing commitments will need to be attended to during the period of the leave. Requests for leave

(including the submission of paperwork for Dean's approval) should normally be made at least four months in advance of the leave.

Types of Leaves

1. Research and Development Leaves

- a. Tenured, tenure-track, or ranked full-time, non-tenure-track members of the faculty may apply for leaves to further research, instruction, or administrative development for up to a full year. Under exceptional conditions, these leaves may be extended in one semester increments with sufficiently strong justification.
- b. When an applicant has won a fellowship or grant to partially support a leave, the College may provide a negotiated financial supplement not to exceed the faculty member's annual salary. The College may provide additional funds for travel and leave-related expenses as deemed appropriate.
- c. Faculty members in their probationary period may be eligible for a Department-supported semester leave in the year following a positive third-year review.

2. Sabbatical Leaves

- a. Tenured faculty members may apply for sabbatical leaves after six years of continuous service to the College.
- b. Section 340.070 of the CRR indicates that faculty members on a sabbatical leave will receive up to one-half their regular annual salary. The College may provide additional funds for travel and leave-related expenses as deemed appropriate.

3. Applications for Leaves

- a. Faculty members prepare applications for leaves with the assistance and approval of their Department Chairs and if appropriate, with their Department Planning Committees. Department Chairs recommend applications to the Dean of the College. These applications, wherever possible, should be initiated at least four months prior to the start of the anticipated leave.
- b. Applications should describe the faculty member's career development plan and how the proposed leave will advance the faculty member toward specific goals.
- c. Applications should address how coursework will be covered during the leave, who will assume service responsibilities, how research and student commitments will be met, any potential salary adjustment, and any other matters related to promotion and/or tenure;

- d. The workload of a faculty member on leave will ordinarily be covered by colleagues in the Department, or by negotiation between the Dean and the Department Chair with respect to hiring of adjunct faculty. The Dean or Provost may provide assistance when faculty member's absence places an undue burden on other faculty members or on the Department's budget.
- e. Faculty members granted professional leaves must state their intention to return to the University for a least one year on conclusion of the leave and at that time must file a report on accomplishments during the leave period within the specified time period.
- f. Frequency of Leaves: Most research and development leaves will be taken for one semester. Leaves for a longer period may be granted with sufficiently strong justification. In general, faculty members would apply for a sabbatical leave after at least six years of continuous service in the College; however, when unusual and compelling opportunities arise, exceptions may be made if sufficient justification is provided. Departments and the Dean's office will consider a faculty member's productivity since the previous leave periods before deciding whether to support a faculty member's request for leave. Ordinarily, faculty members will have at least three years of continuous service between professional leaves.
- g. Faculty members are encouraged to check with Human Resources before requesting a leave to check on the possible effects of a leave on vesting, on retirement, and on other benefits programs in which the faculty member is enrolled.

Promotion and Tenure Concerns

- Probationary faculty members should discuss with their Department Chairs the potential effects of taking a leave during the probationary period. Faculty members in their probationary period should ordinarily not take more than one semester of leave in order to be evaluated accurately for their tenure decision.
- The UM System Rules and Regulations now allow for an automatic one-year extension of the tenure clock for any faculty member in their probationary period who qualifies for a leave under FMLA.

Review Committee

An advisory committee appointed by the Dean shall consist of three senior, tenured faculty members, typically from each of the three divisions within the College. The committee will evaluate applications, suggest changes or additions as appropriate, and recommend the Dean's approval or disapproval. The committee may also advise the Dean on financial arrangements.

Final Approval

The terms of a leave shall be agreed to by the faculty member, the Department Chair, the Dean, and the Provost.

Final Report

A final report of the accomplishments during a leave is due in the Provost's office with a copy to the Dean, within one month after returning from the leave.

College of Arts and Sciences Policy on Course Reductions – October, 2008

The policy on faculty course workload in the College of Arts and Sciences is based upon the UM System's Collected Rules and Regulations, 310.080 Faculty Workload Policy. The full version may be viewed at <http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/080.shtml>. The College recognizes that there may be special circumstances in which a course reduction may occur, a reduction that may be lower than that associated with their workload track assignment or lower than the University of Missouri system guidelines which states: "No regular faculty member can be assigned either fewer than 12 section credits or fewer than 180 student credit hours per academic year without an instructional waiver requested by the Department Chair and issued by the Dean or, on campuses with no schools or colleges, by the Provost/Vice Chancellor for Academic Affairs."

This document specifies the College of Arts and Sciences guidelines for course reduction for its faculty during an academic year. As indicated above, all course reductions must be approved by the Department Chair and by the Dean's office.

Unexpected Course Cancellation

The College encourages Chairs and faculty to plan sufficiently far ahead when preparing course schedules, anticipating as much as possible the likelihood of courses not making their expected enrollments. Sufficiently far in advance of the beginning of a new semester, Department Chairs will review the enrollment numbers of each of the Department's courses, identifying courses that will have to be cancelled. Should any course cancellations be necessary, Chairs will notify the appropriate faculty members that their courses need to be cancelled, and they will notify these faculty, if they are full-time faculty, that they will have to teach a replacement course either that semester or in a subsequent semester. Any exceptions here must be approved in advance by the Dean. In departments with adjuncts, the Chair must let the adjuncts know, at the time of hire, that their course assignment(s) may be cancelled at the last minute or may be reassigned to other faculty.

Course Buy-Outs

Faculty may seek a course reduction to pursue research and/or development projects. In contrast to a leave, faculty members granted a course release are expected to be on campus and to participate in research, service, other teaching and/or advising duties as defined by their position. Requests for grant-funded course releases should normally be made at the time the grant application is submitted. Request for a RIF-funded course release should normally be made at least one semester in advance.

Since the workloads for faculty on Track 1 assignments require substantial research productivity, any research-related course buy-out for these faculty must involve extraordinary research and/or a unique research opportunity that cannot be successfully completed with the research track teaching load.

The minimum course load for an academic year is two courses.

Funding of Course Buy-Outs

Any course release normally would be valued at 10% of the faculty's 9-month salary plus fringe benefits and either be included in the university-approved budget of a grant or contract or funded using Research Incentive Funds that have been returned to the Department. If research incentive funds are to be used, the faculty member must show how the course release will be used to enhance his/her research and this must be monitored and approved by the Department and the Dean.

Occasionally, grants do not allow for a full 10% plus fringe buy-out of a course(s). For example, UMRBs and FRGs may have set limits on the amounts for course buyouts. Thus, the 10% may not be applicable. Faculty will not be permitted to buy out of more than three partially-funded courses in a five-year period, where a partially funded course is one supported by less than 10% of the faculty's salary. Personal funds and other College or Department research funds provided to individual faculty members cannot be used for course releases/buyouts.