

*Adopted at 9/19/08 departmental faculty meeting*

Revised and approved Feb 20, 2009

## **WGST Leaves Policy I. Seventh Year Leave**

Tenured faculty are eligible to apply for a seventh-year leave to devote to research or development, subject to the provisions below. Faculty in the department at 100% can receive a 100% leave. Faculty in the department at 50% can receive a 50% leave. All applicants for the seventh-year leave must apply for external funding and/or an MU Provost's Research or Development Leave. If support from these sources is not received and the leave is approved, the Department will provide full regular salary.

- a. Each department member understands that due to special circumstances and departmental needs, the timing of the leave might have to be altered by a year.
- b. Department members understand that for this leave policy to work they must agree to help cover teaching/service responsibilities for their colleagues eligible for leave.

### **A. Determining Eligibility for Seventh Year Leave**

1. The six-year clock for leaves begins with regular appointments.
2. Eligibility for leave is contingent on receiving tenure.
3. The statement in Part I is not intended to deny support for leaves during years falling between seventh-year leaves. However, department support for such a leave is conditioned on the leave being funded, either internally or externally, or by a combination, to the extent that the Department contribution to the leave is zero or minimal. These funded leaves must provide sufficient funds to permit hiring a replacement for all teaching duties.

## **B. General Leave Policies and Procedures**

- 1. Unless the circumstance is exceptional, the WGST department does not grant leave for two consecutive years.**
2. The WGST department will not authorize more than two years leave in any given five-year period. The means of determining the applicable five-year period will be to count backward from the proposed year of leave, counting that year as number one, for five years.
3. Time spent on leaves funded by non-department funds will be credited toward eligibility for the seventh-year leave. This includes externally and internally funded leaves and participation in University exchange programs. Personal leaves will not be credited towards eligibility.
4. "The university expects the applicant to remain a university employee for a minimum of one year following the completion of a leave."

## **C. Procedure for Approval of 7<sup>th</sup> year Leaves**

1. Anyone wishing to apply for a leave must submit written notification to the chair 12 months in advance, except in cases of emergency or unforeseeable circumstances.
2. The Curriculum Committee will review the request and make a recommendation to the Chair.
  - a. The chair will consider the curriculum committee recommendation and make a recommendation to the department faculty.
  - b. The department will vote on the recommendation, but the chair makes the final recommendation.

3. The formal leave of absence recommendation will be sent to the Dean for approval.

### **Course Reductions for Senior Faculty**

All 100% tenured faculty are eligible for release from two courses during the years falling between seventh-year leaves. These two course releases must be taken in different semesters. All 50% tenured faculty are eligible for release from one course during the years falling between seventh-year leaves. Faculty who want another form of altered assignment should contact the chair. Faculty receiving course releases are expected to fulfill their college, university, and departmental committee responsibilities, as usual.

### **III. Course Reductions for Junior Faculty**

All 100 % tenure track junior faculty are eligible for release from two courses during the years after renewal of the third year contract. All 50% tenure track junior faculty are eligible for release from one course during the year after renewal of the third year contract. Faculty receiving course releases are expected to fulfill their college, university, and departmental committee responsibilities, as usual.

### **VI. Personal Leave**

For information on personal leave of absence policies and procedures please refer to the MU Collected Rules, 340.020 Leave of Absence.

[https://www.umsystem.edu/ums/rules/collected\\_rules/faculty/ch340/340.020\\_leave\\_of\\_absence](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch340/340.020_leave_of_absence)