

The Krieger School of Arts and Sciences Research Leave of Absence Policy for Tenure-line Faculty

The Krieger School of Arts and Sciences' commitment to support the research and professional development of its tenure-line faculty is reflected in opportunities for research leave.

There are four principal categories of faculty research leave available:

- Junior Faculty Leave (for tenure-line assistant professors)
- Sabbatical Leave, regular or accelerated (for tenured faculty)
- Externally Supported Leave (for tenured and tenure-line faculty)
- Unpaid Leave (for tenured and tenure-line faculty)*

Family and Medical Leave and Parental Teaching Relief are separate from faculty research leave and are mentioned at the end of this document.

Principles Applying to all Research Leaves

Salaried research leave is granted to research-active tenure-line faculty in support of research programs and must be used for that purpose.

All research leaves require approval of the department chair and the dean, including the program director for those faculty with formal 50/50 appointments in programs.

Research leave may not adversely impact the instructional mission of the department, program, and university. Typically, no more than 20 percent of a department's faculty may be on leave during any semester. It may be necessary for the department chair, program director, or dean to delay a research leave so that necessary departmental, program, and university activities may continue to be supported.

The Dean's Office will not typically authorize replacement teaching from KSAS funds for faculty on research leave.

* Throughout this document the terms "research leave of absence" and "research leave" include unpaid leave.

Faculty granted research leave will be relieved of most teaching and administrative responsibilities. However, faculty are expected to engage in full-time research and scholarly activity, continue advising and mentoring all their graduate students, and continue supervising all dissertations for which they have engaged.

Employment at another institution may not be undertaken by a faculty member while on research leave with salary.

Two consecutive semesters of full-time teaching must precede research leave of any kind. An exception may be made for unpaid leave.

The total time spent on leaves of any kind may not exceed 4 semesters in any 7-year period except under exceptional circumstances to be determined by the dean.

The maximum period of a salaried leave is typically one year, whether the leave is taken within a single academic year or taken consecutively but divided between two successive academic years.

By accepting research leave of any kind, a faculty member incurs an obligation to return to KSAS to teach for at least one full year following the research leave. Failure to return results in an obligation to repay the full cost of salary, benefits, and KSAS-allocated and approved research budget expenditures for the time of the research leave.

Courses electively taught during the summer or at other times, whether paid or unpaid, do not count as credit toward research leave.

Applications for research leave are to be made via the KSAS Application for Faculty Research Leave. The application deadline is December 1 each year for leave to be taken during the following academic year (e.g. December 1, 2022 for leave to be taken during the 2023-24 academic year).

Junior Faculty Leave (for tenure-line assistant professors)

Junior Faculty Leave is granted to tenure-line assistant professors in support of their research programs and in preparation for promotion and tenure consideration.

- Tenure-line assistant professors teaching 4 courses per academic year) from their appointment to KSAS in departments where the normal teaching load is 4 courses per year, and tenure-line assistant professors teaching 3 courses per year from their appointment to KSAS in departments where the normal teaching load is 3 courses per year are eligible for **two semesters of junior faculty leave with salary before tenure consideration**. No more than one course per year should be a graduate course, except by approval of the department chair. The timing of these leaves after the first year of in-residence teaching must be coordinated with the department chair and the appropriate vice dean and should not negatively impact the instructional

mission of the department, program, and university. The two junior faculty leaves must be taken separately (at least two consecutive semesters of full-time teaching must separate them). After taking the second junior faculty leave and receiving promotion to tenure, the faculty member follows the rules for sabbatical leave.

- An assistant professor who is promoted to tenure before employing a junior faculty leave for which he or she might otherwise be eligible forfeits that leave, and the rules for sabbatical leave then apply to the faculty member.

Sabbatical Leave (for tenured faculty)

Sabbaticals are earned by semesters of teaching the normal load in the faculty member's department.

- In departments where the normal teaching load is 4 courses per year, a faculty member must teach 4 courses per year to qualify for sabbatical leave. No more than one course per year should be a graduate course, except by approval of the department chair. In departments where the normal teaching load is 3 courses per year, a faculty member must teach 3 courses per year to qualify for sabbatical leave. Here, too, **no more than one course per year should be a graduate course, except by approval of the department chair.** In departments where the normal teaching load is fewer than 3 courses per year, faculty members teaching the normally defined load for their department are eligible for sabbatical leave.
- **A faculty member will qualify for one semester of sabbatical leave at full salary, or one year at half salary, after accumulating 3 years of teaching service (6 semesters).**
- Tenured faculty members who delay their sabbatical leave **may not normally bank the extra semesters they have taught** toward their next sabbatical leave except by approval of the dean. However, tenured faculty members who are asked to delay their sabbatical leave may bank any such extra semesters.
- Qualification for the first sabbatical leave is calculated from the last junior faculty leave (including any extension with external funding).
- Part-time tenured faculty must teach the same number of courses as full-time tenured faculty to qualify for a sabbatical leave (for example, a half-time faculty member teaching 2 courses a year in a 4-course a year department will take twice as long to qualify for a sabbatical leave as a full-time faculty member).

Externally Supported Leave (for tenured and tenure-line faculty)

Externally supported leave is supported by external fellowship, grant, or IPA, such as an NEH, Guggenheim, ACLS, or employment at the World Bank or another organization.

- Faculty may not solicit grants and fellowships for externally supported leave unless they will be eligible to take a leave when the grant or fellowship must be used. To determine your leave eligibility, please see the “Principles Applying to all Research Leaves” (above) in addition to the rules governing the particular type of leave that might be combined with Externally Supported Leave (if any—see immediately below).
- Faculty eligible for sabbatical leave or junior faculty leave may typically combine their semester of salaried leave with an externally supported fellowship to expand their leave into one year at full salary.
- The dean will consider requests for partial or full salary top-ups for externally supported leaves on a case-by-case basis. Significant considerations will be the prestige of the fellowship and the proportion of the faculty member’s salary and benefits covered by the external fellowship or grant.

Unpaid Leave (for tenured and tenure-line faculty)

A faculty member may request an unpaid leave of absence, but the department chair and the dean (and program director for those faculty with formal 50/50 appointments in programs) will endorse such ad hoc leave only if doing so would not have an adverse impact on the instructional mission of the department, program, and university.

- An unpaid leave of absence does not count as teaching credit toward sabbatical leave.
- Faculty members on unpaid leave will not receive allocations to their faculty research budgets (FRBs). They may spend from existing balances in their FRBs while on unpaid leave only with written permission of the KSAS divisional budget officer.
- Except under exceptional circumstances to be determined by the dean, the maximum period of an unpaid leave is two years.

Parental Teaching Relief and FMLA

Family and Medical Leave and Parental Teaching Relief are separate from the salaried and unsalaried faculty research leaves outlined above and are described in a separate document at the following link: [The Homewood Schools Family and Medical Leave Policy for Full-](#)

[time Faculty](#). FMLA is available only to full-time faculty. A semester of Parental Teaching Relief will not affect the sabbatical leave schedule.

Paid or Unpaid Research Leave for Faculty

Please contact your relevant Vice Dean with questions or for further information. Faculty should use the online KSAS Faculty Leave Form for the Humanities, Natural Sciences, and Social Sciences (link: <https://kit.jhu.edu/ksasfacultyleaveform>) by December 1 (for research leaves to be taken in the following academic year). The online form will be sent automatically to your chair for signature and then submitted to KSASFacultyAffairs@jhu.edu for approval.

The HR coordinators overseeing the leave policy are:

April Tune, Sr. HR Coordinator

atune1@jhu.edu

Justin Payne, Sr. HR Coordinator

Jturner86@jhu.edu

Ki-Ki Witherspon, Sr. HR Coordinator

Twither8@jhu.edu

The Krieger School of Arts and Sciences
Research Leave of Absence Policy for Tenure-line Faculty as of Fall 2022

FAQ's

When did the new policy go into effect?

The new policy took effect on 1 July 2022.

What if I have already banked a semester of leave?

A single semester of leave banked prior to the implementation of this new policy may still be banked, although we would ask that you use such a semester of leave as soon as possible, the timing of which will, as always, be subject to the approval of your chair.

What if I have banked *more* than one semester of leave?

The new policy is meant to grant leave more generously, but it can only be extended retrospectively to a certain point so, normally, only one semester of banked leave will be honored under the new policy. You may make a request to take additional semesters of banked leave to the relevant vice dean, via your chair. Any such request should be accompanied by a research plan that makes a case for such banking.

What if I wish to bank a semester of leave in the future for family reasons or to accommodate research plans?

Semesters may be banked in the future only if approved *in advance*. An application for such an exception, detailing the grounds for your request, should be made via your chair, to the relevant Vice Dean.

What if I was earning credit for leave on the old 'regular' schedule immediately prior to this change in policy with the assumption that I would earn a sabbatical's leave after 10 semesters rather than 6.

If you had previously completed 1 semester of service towards your next sabbatical on the clock for 'regular' leave, this converts to 1 semester of service under the new policy; 2 or 3 semesters converts to 2 semesters of service under the new policy; 4 or 5 semesters converts to 3 semesters under the new policy; 6 semesters converts to 4 semesters under the new policy; 7 or 8 semesters converts to 5 semesters under the new policy; and 9 semesters converts to 6 semesters and an earned sabbatical under the new policy.

What if I am asked to teach more than one graduate course in a year?

If a department chair asks a faculty member to teach more than one graduate course in a year or approves such teaching if requested by a faculty member this will be considered a normal teaching load and the faculty member will earn sabbatical at the new normal rate (after 6 semesters).

How does an extra semester sabbatical of leave I have been granted by the Dean's office (say, for administrative work) fit within the new leave policy?

As before, a faculty member does not earn credit toward sabbatical while on sabbatical, but in no other way does an extra semester of sabbatical leave granted by the Dean's office affect leave entitlement.

What if I want to delay sabbatical leave I have earned by one or two semesters either to accommodate my department's needs for teaching or to accommodate my research plans?

It is still possible to delay a leave by one or two semesters if requested to do so by your chair to assist in the scheduling of teaching.

If I delay my leave for one or two semesters and so have taught 7 or 8 semesters that qualify for leave, what happens to these additional semesters of credit toward leave?

As in the old policy, semesters of teaching over and above the 6 required to earn a sabbatical leave still count toward a subsequent sabbatical leave (if you have taught 7 qualifying semesters before you take a sabbatical you need only teach 5 qualifying semesters to earn another semester's sabbatical). We do ask that you limit extra semesters of this kind to 1 or 2.

Can a faculty member take junior leave (or sabbatical leave) immediately after parental leave?

Yes.

What if I still feel disadvantaged by the change in leave policy?

Please approach the relevant vice dean, via your chair, with your concerns and we will work with you to ensure that the change in policy does not disadvantage you or disrupt your research plans.