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.

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.

* Throughout this document the terms “research leave of absence” and “research leave” include unpaid leave.
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 that is circulated each fall semester. The application deadline is December 1 each year for leave to be taken during the following academic year (e.g., December 1, 2015 for leave to be taken during the 2016-17 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 2 undergraduate courses and 2 graduate courses per academic year at any time following their appointment to KSAS**, tenure-line assistant professors teaching any graduate courses in departments where the normal teaching load is 3 courses a year, and all tenure-line assistant professors in departments where the normal teaching load is less than 3 courses a year, are eligible for one semester of junior faculty leave with salary before tenure consideration. The timing of this leave after the first year of in-residence teaching must be coordinated with the Department Chair and the appropriate Vice Dean and not negatively impact the instructional
mission of the department, program, and university. After taking junior faculty leave and receiving promotion to tenure, the faculty member follows the rules for sabbatical leave.

- **Tenure-line assistant professors teaching 3 undergraduate and 1 graduate courses per academic year (or 4 undergraduate 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 undergraduate 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. 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 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.

- **Transition to the new leave policy for assistant professors:** In certain circumstances, tenure-line assistant professors whose appointments began before July 1, 2014 may choose between the leave for assistant professors applicable at the time of their appointment (including the terms in their letter of appointment for leave while untenured) or the terms of the new research leave policy as set out above. The election must be made in consultation with the relevant vice dean. Prior to July 1, 2014, the leave policy for assistant professors was as follows: “A newly appointed Assistant Professor is entitled to one semester of paid leave after six semesters in rank with full responsibilities. After this initial leave, the faculty member will be subject to the normal leave schedule” (i.e. 12 semesters of teaching to qualify for a one-semester junior faculty leave).

### Sabbatical Leave (for tenured faculty)

Sabbaticals are earned by semesters of teaching in a particular pattern.

- **Sabbatical leave is either regular or accelerated, depending on the teaching pattern of the faculty member.** In departments where the normal teaching load is 4 courses per year, a faculty member teaching 2 graduate and 2 undergraduate courses per year will qualify for regular sabbatical leave. In those same departments, a faculty member teaching 3 undergraduate and 1 graduate course per year, or 4 undergraduate courses
per year, will qualify for accelerated sabbatical leave. In departments where
the normal teaching load is 3 courses per year, faculty teaching any
graduate courses will qualify for regular sabbatical leave. In those same
departments, a faculty member teaching 3 undergraduate courses per year
will qualify for accelerated sabbatical leave. In departments where the
normal teaching load is less than 3 courses per year, faculty members
teaching the normally defined load for their department are eligible for
regular sabbatical leave. In those same departments, research-active faculty
desiring accelerated sabbatical leave may propose an accelerated leave plan
to their department chair and the dean that results in at least a 50 percent
increase in the proportion of individual faculty teaching time devoted to
undergraduates.

• **A faculty member pursuing a teaching pattern for regular sabbatical
leave** will qualify for either one semester of sabbatical leave at full salary,
or one year at half salary, after accumulating 5 years of teaching service (10
semesters). For faculty whose last KSAS sabbatical was taken before July 1,
2014, the timing of the subsequent regular sabbatical is governed by the
“next regular sabbatical” column of the Sabbatical Transition Table and its
accompanying rules (below).

• **A faculty member pursuing a teaching pattern for accelerated
sabbatical leave** 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). For faculty whose last KSAS sabbatical was taken
before July 1, 2014, the timing of the subsequent sabbatical is governed by the
“next accelerated sabbatical” column of the Sabbatical Transition Table
and its accompanying rules (below). With written agreement of his or her
department chair (and program director for faculty with formal 50/50
appointments in programs), a faculty member on the accelerated sabbatical
pattern who is teaching 4 courses a year may choose to average
undergraduate courses over a 3-year period (e.g. teaching 3-1, 2-2, and 4-0
in each of three consecutive years).

• At the end of a sabbatical leave, a faculty member may switch from the
regular sabbatical pattern to the accelerated pattern, or vice versa, by
changing his or her teaching pattern accordingly. This choice is subject to
the caveats and rules of the Sabbatical Transition Table.

• Tenured faculty members who delay or are requested to delay their
sabbatical leave may bank the extra semesters they have taught toward
their next sabbatical leave.

• 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).

**Sabbatical Transition Table**

All faculty whose last sabbatical leave was taken before July 1, 2014 will be transitioned to the new sabbatical leave policy by the table below. All time spent on leaves (including paid and unpaid leave, FMLA, and Parental Teaching Relief for those teaching for accelerated leave) since the preceding sabbatical leave are added to the result from the table. For example, a faculty member whose last sabbatical leave was Fall 2008, who began teaching for accelerated sabbatical on July 1, 2014, and who has enjoyed two semesters of leave of any other kind plus a semester of parental teaching relief since that sabbatical, will be eligible for his or her next sabbatical in Fall 2016, not in Spring 2015.

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<tr>
<th>Last Sabbatical</th>
<th>Next Regular Sabbatical</th>
<th>Next Accelerated Sabbatical</th>
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<td>Fall 2008</td>
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<td>Fall 2013</td>
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<td>Spring 2014</td>
<td>Fall 2019</td>
<td>Fall 2017</td>
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*Faculty members electing the accelerated leave plan whose last sabbatical fell between Spring 2011 and Fall 2013, inclusive, must commit to remaining on the accelerated leave plan in the sabbatical cycle to follow. They may then switch to the regular sabbatical leave schedule and its teaching pattern if they desire.
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 KSAS 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. Parental teaching relief is available only to tenure-line faculty; FMLA is available only to full-time faculty. A semester of Parental Teaching Relief will not affect the regular (5-year) sabbatical leave.
schedule but will not be counted as a teaching semester for purposes of qualifying for accelerated sabbatical leave.

**Contacts**

**Paid or Unpaid Research Leave for Faculty**

Please contact your vice dean with questions or for further information. Completed and signed applications for research leave should be filed by faculty applicants with their department administrator by December 1 (for research leaves to be taken in the following academic year) and emailed by the department with the chair’s signature to KSAS-ApptReq@jhu.edu.

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**Family and Medical Leave and Parental Teaching Relief**

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