



## **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

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

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](#). 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 sabbatical leave schedule.

**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](mailto:KSAS-ApptReq@jhu.edu).

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