

**Supplemental Instructions  
LEAVES OF ABSENCE  
2018-19**

University policies for all leaves are presented in the Faculty Handbook, Chapter 3 (<https://case.edu/facultysenate/>). Please review that information carefully. These instructions are supplemental to those policies; please read this document carefully as well. All forms, policies, guidelines, samples, etc. mentioned herein are available on the college's Forms and Documents web page (<http://artsci.case.edu/forms/>).

A faculty member anticipating an academic/research-focused leave should notify the department chair at the earliest possible date, so that the chair can determine whether the timing of the leave is consistent with departmental needs and can begin arranging for coverage of classes and other responsibilities. A faculty member must submit the college's *Request for Leave* form, with accompanying documents, to the department chair, who shall prepare a separate evaluation and submit all of the documents electronically to the dean's office. The Request for Leave form lists the required documents. Incomplete applications will be returned.

For information on individual fellowship awards, please see the document entitled *Individual Faculty Salary Assistance in Conjunction with Fellowship Awards and Leaves*.

**Sabbatical:** As stated in the Faculty Handbook, "Application for a sabbatical leave shall include a specific study proposal." In accordance with the college's Policy on Faculty Development, the use of a leave should be for research or teaching or both. Requests for the purpose of developing teaching initiatives and innovations are welcome.

The request package must also include a description of effort to secure support from external sources, such efforts to include conferring with appropriate administrative officers, i.e., the college's Office of Research and Grant Development. If external funding is in hand, please specify and attach any applicable documentation to the leave request.

When a complete packet has been provided by the faculty member, the department chair shall evaluate the proposal and verify that the faculty member has met all eligibility requirements before submitting documentation to the dean's office. It should be noted that a sabbatical leave is not an automatic occurrence every seventh year.

The university views a leave as an investment in a faculty member's continued growth and productivity at CWRU in the areas of teaching, research, and service. As stated in the Faculty Handbook, a faculty member who accepts a leave incurs the obligation to return to residence.

The college's Executive Committee reviews all requests for sabbatical leaves and makes recommendations to the dean. The dean reviews these recommendations and forwards the requests, along with the dean's own recommendations, to the provost. Should the faculty member's plans change after approval has been granted, the faculty member shall notify the dean and the department chair as soon as possible.

In accordance with the Faculty Handbook, upon completion of a sabbatical leave, the faculty member shall submit a report to the dean no later than the end of the second week of classes following the conclusion of the sabbatical.

**Leave of Absence:** Leaves other than sabbatical leaves may be granted for various purposes, such as a visiting professorship at another institution or service in a governmental or other agency. Normally, such a leave shall be granted for no longer than one year and shall carry no salary contribution from the university. The decision to grant such a leave involves primarily the question of whether the faculty member can be spared from his or her regular duties. Application shall be made to the department chair, who shall forward it to the dean for further action by the President, or his or her designate.

**Pretenure Teaching Release:** In accordance with the college's Policy on Faculty Development, a pretenure faculty member may request a one-semester release from teaching duties unless other kinds of accommodations during the pretenure period (such as reduced teaching loads in multiple semesters) would provide the same benefit. This is a release from teaching duties only; all other mentoring, advising, committee membership, service, and departmental duties shall continue. Pretenure faculty members in some disciplines may benefit most from release time early in their careers (while setting up a laboratory, for instance), while others may find it more helpful at a later stage (while completing a book). The faculty member should discuss such plans with the department chair and complete the *Request for Leave* form. The department chair shall add a separate narrative evaluation and submit all documents electronically to the dean's office. Once a decision has been made, the dean shall notify the department chair who, in turn, shall promptly notify the faculty member.

Please submit all leave requests electronically according to the following due dates:

**Request for a sabbatical leave** during the 2019-20 academic year is due in the dean's office **December 15, 2018.**

**Request for a non-sabbatical leave**, other than a pretenure teaching release, is due **March 1, 2019.**

**Request for a pretenure teaching release** is due **April 1, 2019.**

Related Documents posted on A&S Forms and Documents web page ( <http://artsci.case.edu/forms/> ):

A&S Request for Leave Form – Fillable

A&S Faculty Salary Assistance for Leaves