

Commission on Faculty Affairs

RESOLUTION TO REVISE FANDBOOK SECTION ON FACULTY LEAVE POLICIES CFA 2026-27K

Resolution Proposal Form Sent to University Council Cabinet	Date <u>September 8, 2026</u>
First Reading by Commission	Date <u>October 16, 2026</u>
Approval by Commission	Date
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, the Faculty Handbook provides options for a range of types of leave for faculty in section 2.8 “Types of Leave and Leave Reporting for all Faculty”, including Special Leave; and

WHEREAS, the removal of Chapter 11 (“Faculty Benefits”) of the Faculty Handbook in 2026 included the removal of certain leave types that would require approval of the Provost, including Educational Leave and Leave Without Pay or Leave of Absence;

WHEREAS, those leave types requiring Provost approval should be included in the Faculty Handbook; and

WHEREAS, it is appropriate to include those leave types in Chapter 2, as they apply to all faculty;

NOW, THEREFORE, BE IT RESOLVED that Educational Leave and Leave Without Pay or Leave of Absence be included in Section 2.8 of the Faculty Handbook, under “Types of Leave and Leave Reporting for all Faculty”; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that Chapter 2 is amended to include brief descriptions of Educational Leave and Leave Without Pay in section 2.8 as shown below underlined and in red.

2.8 Types of Leave and Leave Reporting for all Faculty

~~Several types of leave, with or without compensation, are available to faculty. The types of leave available are contingent on the type of appointment: regular or restricted, calendar year (CY) or academic year (AY), full or part-time, and years of service to the university. CFor leave information, consult [Human Resources, Leave Benefits, Faculty Leave](#). In addition to research leaves described in chapter 3, the following leaves require review approval through the provost's office. Several types of approved leave, with or without compensation, are available to faculty members. Any absence from assigned duties, which is not covered by an approved or earned leave, may be subject to a subsequent adjustment in pay.~~

2.8.1 Special Leave

A special leave may be approved in instances such as grant responsibilities, opportunity for a prestigious fellowship in residence at another institution, or similar activities of benefit to the individual faculty member and the university. Approval of the provost or executive vice president and chief operating officer, depending upon the reporting structure, on recommendation of the department head, chair, or school director, and dean (or appropriate administrator) is required when such absences involve salary payment by university general funds, either in full or in part. Such authorization is usually not granted for longer than one year. The host institution, agency, or sponsored project is expected to make a significant contribution toward the cost of the faculty member's salary and/or benefits. For more information, contact Faculty Affairs.

2.8.2 Leave without Pay or Leave of Absence

~~For information, consult [Leave without Pay and Leave of Absence](#). Eligible faculty members may be granted leave without pay for up to one year (academic year or calendar year depending on type of appointment) guaranteeing their job during the period of leave. A second year of leave without pay may be requested and approved in unusual cases. Approval by the provost or the Office of Research and Innovation is required.~~

2.8.3 Educational Leave

~~For more information, consult Policy 4800, "Tuition Benefits Program for Salaried Employees" and Policy 4810, "Educational Leave for Employees." The "Educational Leave Request Form" is available at Faculty Forms. Contact Faculty Affairs in the provost's office for additional guidance.~~