



Faculty Academic Leave Request Form

Use this form to request an academic leave. (See end of form for information on university-supported academic leaves.) All requests for Family and Medical Leave (FMLA) should be directed to [Human Resources](#).

Faculty requesting leave must complete pages 1 and 2 of this form and submit the form to their Department/Program Chair by the School's internally set deadline, usually sometime in the fall.

The **Department/Program Chair** will review the applicant's submission, complete page 3 of this form, and submit it to the Academic Dean for their review.

The **Academic Dean** will review the request and submit their recommendation on page 4 of this form to the Provost by no later than **December 15**.

The **Provost** will review the request and make a decision about whether or not to approve the leave on page 4 of this form. Faculty Affairs will notify the Academic Dean of the Provost's decision no later than **February 15**.

Faculty Applicant Information

Name	Rank	School/Department/Program	Date
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Please indicate when you were last on Leave (of the Leave Types listed in the next Section)

Is this a revised application? Yes No

Leave Request Information

Indicate Leave Type(s) and Dates for which you are applying

Paid Leaves: Most paid leaves may be taken as one semester at full pay or two semesters at half pay; however, pre-tenure leaves (eg, Norman Leaves) are typically one-semester leaves.

Sabbatical (tenured faculty)
Paid Leave (Full-time OTS-Renewable faculty)
Pre-tenure Leave (eg, Norman Leave)
Other Paid Leave

Unpaid Professional Leave of Absence

Unpaid Personal Leave of Absence

Fall Semester Leave (Fall 2026)

Spring Semester Leave (Spring 2027)

Academic Year Leave (Fall 2026 and Spring 2027 Semesters)

Calendar Year Leave (Spring 2027 and Fall 2027 Semesters)

Other

Brief Description of Leave Activities, Special Circumstances, and/or Outside Support:

Courses, Committees, Advisees, Services & Other Duties Requiring Coverage During Requested Leave Period:

Plan for Requested Leave

In the box below, please describe your detailed plans for your requested leave (*Box expands*)

AFTER COMPLETING PAGES 1 AND 2, PLEASE SAVE AND EMAIL A COPY OF THIS FORM TO
YOUR DEPARTMENT/PROGRAM CHAIR

Department/Program Review

Evaluate the feasibility of the applicant's research plan over the period of the requested leave *(Box expands)*

How will the Department/Program cover this vacancy during the proposed leave? *(Box expands)*

Additional Comments or Considerations

Department/Program Chair
(Name, Title)

Date

Additional School Reviewer,
if applicable (Name, Title)

Date

*Type your name in the box and add the date, then save and forward a copy to your Academic Dean. **Please do not add an e-signature.***

Recommendation of Academic Dean

Comments

I recommend approval

I do not recommend approval

Academic Dean

Date

Type your name in the box and add the date, then save and forward a copy to the Provost. *Please do not add an e-signature.*

Provost Approval

Comments

Approved

Not approved

Provost

Date

Opportunities for University-Supported Academic Leave

(Excerpt from *Faculty Handbook*, III.C.4.)

4. Opportunities for University-Supported Leave

a. sabbatical leave

i. Faculty are eligible for sabbatical leave in the seventh academic year after completion of twelve semesters of full-time service at Brandeis University. Sabbatical leave is granted by the Provost, with the advice of the department chair and the appropriate Academic Dean, to faculty who have held the rank of Associate Professor with tenure or Professor with tenure for at least two semesters of full-time service. Sabbatical leave promotes study, research and/or creative work, and general professional improvement.

ii. Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and his or her recommendation for leave to the appropriate Academic Dean. The Dean confirms the faculty member's eligibility for sabbatical leave and sends his/her recommendation to the Provost for final approval. Neither the granting of an early sabbatical nor the postponement of a sabbatical entitles a faculty member to more or less than one year of sabbatical leave for each twelve semesters of full-time service. Sabbatical leaves may not be taken consecutively.

iii. Sabbatical leave may be granted for two semester at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.

iv. Acceptance of a teaching or research appointment at another institution during a sabbatical year may be approved by the Provost if it contributes to the professional development of the faculty member. During sabbatical leave the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

b. other programs and opportunities

Other programs and opportunities for university-supported leave are administered by the office of the Provost.

5. Leaves of Absence

a. professional and personal leaves of absence without pay

i. Professional and personal leaves of absence without pay are granted by the Provost, with the advice of the department chair and the appropriate Academic Dean. Such leaves may be granted for one year and are not normally renewed for more than one additional year. Leave beyond one additional year must be requested of the appropriate Academic Dean by the department chair and approved by the Provost.

ii. A written request for leave of absence without pay, or renewal of such leave, is made by the faculty member to his or her department chair, who sends the request and his or her recommendation to the Provost.

iii. Professional leave involves significant scholarly or other activity that contributes to professional development. Personal leave involves circumstances that preclude significant scholarly or professional development. For the purpose of sabbatical eligibility, the semester(s) during which a faculty member is on leave are not considered toward years of service. For the purpose of tenure and promotion, the semester(s) during which an untenured faculty member is on professional leave count toward years of service in rank, while semesters on personal leave do not.

b. Family and/or medical leave is granted in accordance with the provisions of the Brandeis Family and Medical Leave Act Policy.

Further University-Supported Academic Leaves for Faculty

1. **Academic Paid Leave for OTS-Renewable Faculty in Full-time Positions**

Full-time faculty outside the tenure structure, appointed to and occupying positions authorized as OTS-Renewable and full-time, are first eligible for paid leave in the eighth academic year, after completion of seven consecutive years (14 semesters) of full-time service at Brandeis University. Thereafter, they are eligible after every six consecutive years (12 semesters) of full-time service. Faculty in part-time or externally funded (research) positions are not eligible for paid leave. Paid leave is granted by the provost, with the advice of the department/program chair and on the recommendation of the dean. Paid leave promotes research and/or creative work, and general professional development.

Upon completion of a paid leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters. Authorization to accept a teaching appointment at another institution during an academic paid leave may be considered by the provost if the dean's recommendation: 1. explains how it would contribute to the professional development of the faculty member and therefore benefit Brandeis; and 2. includes assurance that it is the faculty member's intention to return to Brandeis, per this policy's expectations.

Academic paid leave may be granted for two semesters at half salary or one semester at full salary. During paid leave, the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

2. **Pre-Tenure Leaves - Academic Leaves for Tenure-Track Faculty**

Tenure-track faculty are eligible for a fully funded, one-semester leave from the first year of their reappointment (i.e., as early as their fourth year on the tenure-track). An example of a pre-tenure leave are the Theodore and Jane Norman Junior Faculty Research Leaves, or "Norman" leaves, available to eligible tenure-track faculty in the Schools of Arts, Humanities and Culture; Business and Engineering; Science, Engineering and Technology; and Social Sciences and Social Policy.

Pre-Tenure leaves may not normally be followed or preceded by a full year of research leave. Faculty who receive external fellowships for the same period may apply to combine a pre-tenure leave and a fellowship leave for a two-semester leave at full pay.

Letters of reappointment will instruct eligible tenure-track assistant professors to consult their chair(s) about the timing of their leave. This should take place in time for the chair to incorporate leave requests into the following academic year's curriculum plan. The chair sends the leave request, accompanied by their recommendation, to the Academic Dean, who in turn sends their recommendation to the Provost for review and final decision on approval.