



Faculty Academic Leave Request Form

Use this form to request an academic leave, as outlined in the [Faculty Handbook](#) (also [outlined](#) at the end of this form). All requests for Family and Medical Leave should be directed through [Human Resources](#).

Applicants seeking a leave request must complete pages 1 and 2 of this form and submit it to the Department Chair (A&S) or Program Director and/or Associate Dean (Heller, Business School) within the department or school internally set deadline, usually sometime in the fall.

The **Department Chair or Program Director/Associate Dean** will review the Applicant's submission, complete page 3 of this form, and submit it to the School Dean for consideration, within the department or school internally set deadline.

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

The **Provost** will review the request and make a determination on page 4 of this form. The Provost's Office will notify the School Dean of the determination no later than **January 15**.

Faculty Applicant Information

Name Rank School/Department/Program Date

List Type(s) and Date(s) of Academic Leaves within the Past 10 Years (or last academic leave, if greater than 10 years)

Leave Request Information

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

Sabbatical Leave (for tenured faculty) One Semester at Full Salary Two Semesters at Half Salary	Fall _____	Spring _____	Other Dates: _____
Other University-Supported Leave OTS Paid Leave Junior Faculty Leave [Norman Leave (A&S)] Other _____	Fall _____	Spring _____	Other Dates: _____
Unpaid Professional Leave of Absence	Fall _____	Spring _____	Other Dates: _____
Unpaid Personal Leave of Absence	Fall _____	Spring _____	Other Dates: _____

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 CHAIR (A&S) or DIRECTOR/ASSOC DEAN (Heller, Business School)

Department/School Review

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

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

Additional Comments or Considerations *(Box expands)*

Department Chair/Program Director
(Name, Title)

Date

Additional School Reviewer,
if applicable (Name, Title)

Date

Type your name and date into the boxes, then save and forward a copy to your Dean (please do not add an e-signature)

Recommendation of School Dean

Comments

I recommend approval

I do not recommend approval

School Dean

Date

Type your name and date into the boxes, then save and forward a copy to the Provost (please do not add an e-signature)

Provost Approval

Comments

I recommend approval

I do not recommend approval

Provost

Date

Opportunities for University-Supported Leave

1. **Sabbatical leave**

- a. 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.
- b. 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.
- c. Sabbatical leave may be granted for two semesters 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.
- d. 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.

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

3. **Leaves of Absence**

- a. 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.
 - b. 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 both the Academic Dean and the Provost.
 - c. 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.
- a. Family and/or medical leave is granted in accordance with the provisions of the Brandeis Family and Medical Leave Act Policy.

n.b.: Faculty outside the tenure structure are first eligible for paid leave in the eighth academic year, after completion of seven years (14 semesters) of full-time service at Brandeis University; thereafter, they are eligible after every six years (12 semesters) of full-time service.

Paid leave is granted by the dean, with the advice of the department/program chair. Paid leave promotes research and/or creative work, and general professional development.

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