



<b>Title:</b>	<b>Faculty Professional Leave</b>	<b>Type:</b>	<b>Academic</b>
No:	AC 2006	Approval Date:	5-12-2014
Responsible Office:	Vice President for Academic Affairs/Provost	Approved By:	Fac Exec Cncl; P&BC; Pres Staff, Pres
Next Review:	2019	Revision No:	

### I. Purpose/Introduction/Rationale

Rollins is committed to academic excellence. Professional leaves may be granted for a faculty member to devote time to scholarly work that will both contribute to his/her professional stature as a teacher-scholar and benefit the Rollins community. In granting professional leaves, the mission of the College and the needs of our students are of utmost priority.

### II. Definition

Professional leaves may be granted for grant-funded fellowships, e.g., Fulbright awards, and other types of external scholarships or funding that faculty may be awarded to support research, teaching, scholarship, or service projects. Consideration for leaves will be based on the merits of the project to be undertaken as determined by the faculty member’s respective Dean and the Vice President for Academic Affairs/Provost.

Professional development leaves are expected to be taken during the faculty member’s scheduled sabbatical. However, exceptions may be made for professional leaves during non-sabbatical periods.

A tenured faculty member of the rank of professor or associate professor is eligible to apply for professional leave. Normally these leaves will not be granted more than once per six-year period. Requests for professional leaves during non-sabbatical periods will be reviewed on a case-by-case basis and must be approved by the Provost.

### III. Procedure or Application

1. Faculty members are expected to seek the assistance of the Director of Grants and Contracts before applying for external fellowships, scholarships, grants, and other funding that would support a professional development leave from Rollins.
2. An eligible faculty member must discuss particulars of the project and proposed leave with his/her Department Chair and appropriate Dean prior to submitting an application for funding. Both parties must approve the proposed leave and determine an appropriate arrangement to satisfy course load responsibilities and other College obligations, if awarded.
3. The Provost will make the final determination as to whether the leave will be granted.
4. Faculty who cannot fulfill their teaching, advising, or service obligations at Rollins as a result of their leave may be required to adjust or reduce their compensation from the College accordingly. Depending on the external funding award’s terms, conditions, and intent, as well as any Federal regulations that may apply to the award, the institutional costs incurred related to the faculty member’s leave will be charged to the award. Such costs will be represented as either replacement adjuncts or the faculty member’s annual percent of effort to be committed to the leave, represented in course releases, with one course release equivalent to 1/5 or 1/6, based on location of tenure, of institutional base salary (for full load).

5. Stipends for salary support from such awards may not be used to supplement the faculty member's salary at a level higher than 100% of his/her regular full-time pay during the academic year. However, faculty may receive compensation from the award to offset travel, insurance, and living expenses for activities related to the project.
6. Faculty members approved for leave will be required to submit a final report on their experience to the Provost and share a presentation with colleagues upon their return to campus.

#### **IV. Related Policies or Applicable Publications**

See also: Leave Policies, Professional Development, and Grant Proposal Procedures in Faculty Handbook.

#### **V. Appendices/Supplemental Materials**

Not applicable.

#### **VI. Rationale for Revision**

Not applicable.