OFFICE OF THE PROVOST

- Meet the Provost
- Academic Deans
- Academic administration
- Internationalization Council
  - The Council's Role
  - Members
- Office of Faculty Affairs
  - Academic calendar
  - Academic rules
  - Benefits at a glance
  - Campus grading
  - Campus resources
  - Course catalogue
  - Dual Career Network
  - Emeriti faculty
  - Faculty Manual
  - Faculty recognition programs
  - HR faculty page
  - Leave policies
  - New faculty resources
  - Part-time faculty
  - Policies and procedures
  - Research support
  - Teaching resources
  - Tenure and promotion
- University Senate
- Office staff
- University Lectures
- Contact us

Faculty manual



The Faculty Manual provides information on the mission and vision of Syracuse University, policies governing the faculty, and the rights and responsibilities of the faculty of Syracuse University.

2.55 Research and Administrative Leaves of Absence

Faculty members holding regular appointments may apply for research or administrative leaves. Research lea granted for the purpose of encouraging scholarly research, study, or creative activity. Administrative leaves ma granted to accommodate a variety of purposes including personal business, government service, teaching, or needs. Each application for leave is considered on its own merits. It is not normal to grant a terminal leave unc provision.

Faculty members requesting a leave make application through their department chairpersons to their dean in a with the routine prescribed by their school or college. Applications should be made sufficiently in advance to a processing and enable convenient rearrangement of the teaching and research programs. Ordinarily, applicati reach department heads at least seven months before the end of the semester preceding the leave or leave e that is, before October 15 for academic year and fall semester leaves to begin the following September and be February 15 for spring semester leaves to begin the following January. Leave recommendations should reach Chancellor and Provost by November 15 and March 15, respectively, in order to be presented to the Board of Leave requests occasioned by certain foundation grants or by health or other reasons beyond the control of th may be made later.

Applications should include all details and accompanying statements necessary for their dean to complete the recommendations to the Vice Chancellor and Provost.

Wherever possible, it is desirable that arrangements for fellowships or other forms of financial support be mad confirmed prior to application for a leave.

Leave of absence recommendations

Deans will carefully weigh the contributions that leaves will make to the professional effectiveness and person well-being of faculty members as well as the best interests of the University. Recommendation will be based o estimated value and relative urgency of the leave, the length of time since the previous leave, the duration of t and the disruption of teaching and other professional commitments. In reviewing the recommendations, the Vi Chancellor and Provost will also consider an equitable distribution of leaves in a given year throughout all of th University faculties. The number of persons granted leave in any one year will not exceed a reasonable perce entire University faculties and may be limited at the discretion of the Vice Chancellor and Provost and the Cha

Absence or relief from regular duties for brief periods may be arranged with a faculty member's dean. Leaves for longer than two weeks require formal application approved by the appropriate deans and the Vice Chancel Provost.

Most leaves will be for the duration of a semester or an academic year. Initial requests should state whether a two academic years is contemplated. Extensions of leaves will not ordinarily exceed one year in addition to lea held.

Leaves of absence will be scheduled within each department so that the teaching load of the person on leave properly be carried on, or some or all of the courses normally scheduled for the person seeking leave may be without detriment to the instructional program and the students for whom they are offered.

Faculty members who have served the University for several years and who give unusual promise of using the scholarly advantage, other than for completing work toward a higher degree, may be recommended for a one- research leave at full pay with benefits, or for an academic year's leave at half pay with benefits. Others may a leaves without pay or benefits.

Leaves may be recommended and granted with or without salary and/or benefits. Faculty members on leave v may not accept other paid employment which would cause their income to exceed their Syracuse University b a comparable period of time. They may, however, accept money from fellowships or grants for study, research without prejudice to their University salary so long as such acceptance carries no duties or obligations hinderir pursuit of the purpose for which the leave is granted and so long as those funds are used to meet research or objectives and not to augment the salary of the faculty members on leave.

Faculty members on leave with pay will be paid semi-monthly. In the case of leaves abroad, it is possible, whe

necessary, to arrange for full or partial salary advances.

Time on leave
Whether leave time is counted toward tenure or time in grade for promotion purposes is governed in each case by the recommendation of the appropriate dean and the approval of the Vice Chancellor and Provost, the Chancellor, and the Board of Trustees. These leave decisions must be made and noted at the time the leave is granted.

Report on faculty leave
Within 30 days after return from a leave, faculty members must submit a report to their dean and the Vice Chancellor and Provost. These comprehensive reports should not detract from the importance of forwarding urgent and immediately useful information at once. Faculty members on leave assume an obligation to notify their dean promptly of any change of address.

Future service (revised 2/06)
Under normal circumstances, Syracuse University requires that a faculty member granted research leave, or another type of leave, with pay will return to full-time service to the University for the equivalent period following his/her leave. If this obligation is not fulfilled, the faculty member or his or her new employer must reimburse the University for the salary paid while on leave, unless specifically relieved of the obligation by the Vice Chancellor and Provost.

Return to Faculty Manual Index