Pace University

Scholarly Leave of Absence Policy

Pace University Faculty Handbook (2013) pages 58-59

Pace University encourages faculty to pursue academic scholarly activities that enhance the University's learning environment and academic reputation. Selective external opportunities, special scholar's programs, honors, and fellowships are well within the reach of our outstanding faculty.

This policy supports our full-time faculty to take advantage of opportunities external to Pace University which will enhance the faculty member's professional development, inform scholarship and teaching, and enhance the faculty member's College or School and University's academic reputation and prestige. Faculty who qualify for external opportunities consistent with the intent of this policy and who meet the criteria set forth below will be considered for approval of a partial paid leave-of-absence with continuation of participation in the University's fringe benefit programs.

Funding for scholarly leaves is provided through the **President's Award for Scholarly Leave**. A faculty member who wishes to be considered for a President's Award for Scholarly Leave must apply in writing to the chair of the faculty member's department with simultaneous copies to the Dean of the faculty member's College or School and the Provost. The application must include an explanation of the purpose of the proposed leave and a statement of why the faculty member's temporary absence will not adversely affect the instructional program of the Department. A copy of the award notice should also be attached. The application should be submitted by the faculty member sufficiently far in advance to allow the Department to arrange for a qualified replacement to fill the faculty member's teaching duties during the proposed leave period. Each application will be reviewed initially by the Department chair and the Dean, who will then convey their recommendations to the Provost. The Provost will review the recommendations, add his or her own independent recommendation, and forward all recommendations to the President who will make the decision on a case by case basis without reference to other leave decisions as precedent.

The following list of competitive scholarly awards, although not exhaustive, is illustrative of the opportunities that may normally qualify.

- American Council of Learned Societies Fellowships (including the Andrew W. Mellon Fellowship and the Frederick Burkhardt Fellowship)
- J. William Fulbright and Fulbright-Hays Faculty Scholarships for Research and/or Teaching Abroad
- John Simon Guggenheim Fellowships to Assist Research and Artistic Creation
- Woodrow Wilson International Center Fellowships
- National Endowment for the Arts Fellowships
- National Science Foundation Fellowships
- National Research Council of the National Academy of Sciences
- National Endowment for the Humanities Fellowships
- National Institute of Health Postdoctoral Fellowships
- American Association of University Women International Fellowships
- W. K. Kellogg Foundation Leadership Fellowships

During the scholarly leave the faculty member will receive salary to supplement the award, up to 100% of full-time base salary (administrative stipends are not included). Full benefits are continued, and faculty members should make arrangements with Human Resources to pay premiums for benefit elections not fully covered by their semi-monthly salary.

Faculty who are granted leaves for scholarly purposes pursuant to this policy will normally be expected to return to full-time duties at the University following the completion of the requirements of their scholarly awards during the leave period.

PROCESS OVERVIEW

President's Award for Scholarly Leave

- Prior to applying for award, have a preliminary discussion with your Chair regarding initial support for your application.
- Apply for and receive award.
- Apply in writing to your chair with copies to the Dean and the Provost.
    - Application must explain the purpose of the proposed leave and a statement of why your temporary absence will not adversely affect the instructional program of your department.
    - Attach a copy of your award notice.
- Apply with enough advance notice to allow the department to arrange for a qualified replacement to fill your teaching duties during the proposed leave period.
- Each application will be reviewed by the Department chair and the Dean, who will then convey recommendations to the Provost.
- Provost will review, add recommendation, and forward all recommendations to the President.
- President will make a decision on a case-by-case basis without reference to other leave decisions as precedent.
- If approved, work with the school's faculty representative regarding continuation of salary (Pace's contribution would supplement the award, up to 100% of your full-time base salary) and the University Benefits office (at benefits@pace.edu or (914) 923-2828) regarding maintenance of your benefits while on Scholarly Leave.