

Case Western Reserve University  
College of Arts and Sciences

**Supplemental Instructions  
LEAVE OF ABSENCE**

University policies for sabbaticals and leaves are presented in the Faculty Handbook, Chapter 3 (<http://www.cwru.edu/president/facsen/frames/handbook.htm>). Please review that information carefully. These instructions are supplemental to those policies; please read them carefully as well. All forms, policies, guidelines, samples, etc. mentioned herein are listed at the end of this document and are available on the college's web site (<http://www.case.edu/artsci/forms/>).

To request any type of leave, a faculty member must submit the college's *Request for Leave* form, with accompanying documents, to the department chair, who shall prepare a separate evaluation and submit all of the documents electronically to the dean's office.

A faculty member anticipating a leave of any kind must notify the department chair at the earliest possible date, so that the chair can determine whether the timing of the leave is consistent with departmental needs and begin arranging for coverage of classes and other responsibilities. It should be noted that a sabbatical leave is not an automatic occurrence every seventh year.

The university views a leave as an investment in a faculty member's continued growth and productivity at Case in the areas of teaching, research, and service. As stated in the Faculty Handbook (Chapter 3, Part One, II.D), a faculty member who accepts leave incurs the obligation to return to residence for a year following leave. Faculty members unable to meet that obligation are obliged to repay the college for the costs (typically salary and fringe) associated with their leave. A faculty member who intends to resign following a leave should contact the dean at the earliest possible opportunity to discuss a severance arrangement.

In accordance with the college's Policy on Faculty Development, an untenured, tenure-track faculty member may request a one-semester release from teaching duties unless other kinds of accommodations during the pre-tenure period (such as reduced teaching loads in multiple semesters) would provide the same benefit. This is a release from teaching duties only; all other advising, committee, and departmental duties shall continue. Faculty members in some disciplines may benefit most from release time early in their careers (while setting up a laboratory, for instance), while others may find it more helpful at a later stage (while completing a book). The faculty member should discuss such plans with the department chair and complete the *Request for Leave* form. The department chair shall add a separate narrative evaluation and submit all documents electronically to the dean's office. Once a decision has been made, the dean shall notify the department chair, who in turn shall promptly notify the faculty member.

As stated in the Faculty Handbook, "Application for a leave shall include a specific study proposal." In accordance with the college's Policy on Faculty Development, the use of a leave should be for research or teaching or both. Requests for the purpose of developing teaching initiatives and innovations are welcome. The department chair shall evaluate the proposal and verify that the faculty member has met all eligibility requirements before submitting documentation to the dean's office.

The college's Executive Committee reviews all requests for sabbatical leaves and makes recommendations to the dean. The dean reviews these recommendations and forwards the requests, along with the dean's own recommendations, to the provost. Should the faculty member's plans change after approval has been granted, the faculty member shall notify the dean and the department chair as soon as possible.

At the conclusion of a sabbatical, the faculty member shall submit to the dean a report of accomplishments (an electronic submission is preferred). This report should relate actual accomplishments to those expected at the time the study proposal was approved or modified. This report is due no later than the end of the second week of classes following the end of the sabbatical or leave period.

For information on individual fellowship awards, please see the document entitled *Individual Faculty Salary Assistance in Conjunction with Fellowship Awards and Leaves*.

**Request for a sabbatical leave** (submitted in electronic format) for the 2005-06 academic year is due in the dean's office **December 15, 2004**.

**Request for an uncompensated or partially compensated leave** (submitted in electronic format) is due **March 1, 2005**.

**Request for a pre-tenure teaching release** (submitted in electronic format) is due **April 1, 2005**.

Related Documents:

*Request for Leave Form*

*Individual Faculty Salary Assistance in Conjunction with Fellowship Awards and Leaves*