

STATEMENT OF LEAVE POLICY
DEPARTMENT OF ROMANCE LANGUAGES AND LITERATURES

(approved by faculty vote on May 7, 2009)

INTRODUCTION

1. The Department of Romance Languages and Literatures Statement of Leave Policy conforms to the University of Missouri Collected Rules and Regulations for Personnel, Chapter 340: Employee Absences, 340.070, available at the following web address:
<http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/070.shtml>
2. The department policy for leaves encompasses research leaves, development leaves, sabbatical leaves, medical leaves, personal leaves, and leaves of absence without pay.
3. The Department either funds or sponsors the following types of research and development leaves: 1) a research leave of one semester for assistant professors who successfully complete their third-year review; 2) a research leave of one year for tenured faculty after every six years of service; 3) a research or development leave of one semester, available once every five years, after the faculty member receiving this leave teaches one extra class in each of two consecutive semesters.

RESEARCH, DEVELOPMENT, AND SABBATICAL LEAVES FUNDED BY SOURCES OTHER THAN THE DEPARTMENT

1. Faculty members may apply for external or internal funds to receive research leaves or development leaves for up to one year at full pay.
2. Ranked faculty may receive a sabbatical leave after completing six years of service at the University. Such a leave provides pay at half the faculty member's salary for either one semester or a full year.

MEDICAL LEAVES, PERSONAL LEAVES, AND LEAVES OF ABSENCE WITHOUT PAY

1. Medical leaves, personal leaves, and leaves of absence place no limit on the number of research, development or

sabbatical leaves that faculty members may receive within a given period.

2. With respect to leaves of absence, the Department adheres to the following section of the University's Academic Tenure Regulations, revised June 27, 1980: ".2443 Service while on leave of absence without pay shall be excluded [from years counted toward tenure] unless the faculty member and the appointing authority agree in writing to the inclusion at the time the leave is granted. Leaves of absence for scholarly purposes of one year or less generally should be included."

DEPARTMENT-FUNDED AND DEPARTMENT-SPONSORED LEAVES
Department-Funded Leave for Tenure-Track Assistant Professors

1. After a successful third-year review, tenure-track assistant professors will receive, in their fourth year, a research leave for one semester at full salary. If assistant professors entitled to such research leaves receive grants for one semester, these faculty members will receive a full-time research leave for one year at full salary.

Department-Funded Leave For Tenured Faculty

2. After every six years of service, tenured faculty shall receive a research leave of one year at full salary.

Department-Sponsored Leave For All Faculty

3. For a maximum of once within a period of five years, faculty shall receive a research or development leave of one semester after teaching one extra course for each of two consecutive semesters.

CONDITIONS FOR RESEARCH, DEVELOPMENT, AND SABBATICAL LEAVES

1. Faculty members who receive research leaves, development leaves, or sabbatical leaves agree to return to the University of Missouri for a period of service equal, at a minimum, to the period of their leaves.

2. Faculty members who receive research and development leaves must file a report with the Chair of the Department, explaining their accomplishments during the period of the leave. This report will be placed in the faculty member's personnel file.

3. Faculty members must submit requests for research, development or sabbatical leaves to the Chair by September 1 of the year before the proposed leave.

4. The Chair shall honor all requests for leaves that conform to department and university guidelines. Even so, the Chair may decide that, to fulfill the Department's teaching mission, faculty members must postpone their leaves for either one semester or one year.

5. All leaves are subject, finally, to approval by the College of Arts and Science. Nothing in this document confers authority to override either the policy or the decision of the Dean of the College.