

## Leave of Absence Process

Leaves of Absences (LOA) are governed by the Collective Bargaining Agreement (CBA) (see Articles 17 and 18). The CBA, however, is not clear on the intersection between LOA and issues such as tenure, promotion, professional development plans and reports, and non-renewals. This process is designed to provide clarity and transparency to the offering and acceptance of LOA and the impact a LOA has on tenure, promotion, professional development plans and reports, and non-renewals.

### Request for LOA:

1. Faculty members request a LOA from the President. The LOA request should also be copied to the faculty member's department chair, Dean, Vice President for Academic and Student Affairs and HR.
2. The President will make the decision to grant or deny the LOA in accordance with the language of the CBA.
3. For approved LOA, the Office of the Vice President for Academic and Student Affairs, in consultation with Human Resources, shall prepare an offer letter for the approved LOA. The offer letter shall include:
  - a. Approved dates and duration of the LOA, including date of return to the university
  - b. Information on benefits that are continued or not continued
  - c. Information on accrual/lack of accrual of seniority
  - d. Information on impact of LOA on:
    - i. Tenure Clock (faculty on approved leaves will "toll" the tenure clock for the duration of the approved leave)
    - ii. Promotion Clock
    - iii. Professional Development Plan and Report Cycle
    - iv. Non-Renewal Process
4. The faculty member shall, to the extent provided by the CBA and with the assistance of the Faculty Association, be able to negotiate the language of the LOA offer letter.
5. Once the faculty member and the Administration agree upon the language of the offer letter, the agreed-upon letter shall be signed by the faculty member and submitted to the Office of the Vice President for Academic and Student Affairs. This signed letter will be used when questions arise about the LOA.