



SAINT LOUIS UNIVERSITY

POLICY

FACULTY RELEASE TO ACCEPT A FELLOWSHIP, GRANT, OR SIMILAR AWARD

Policy Number: FA002

Classification:

Responsible University Official: Provost

Version Number: 1.0

Effective Date: February 20, 2007

1.0 PURPOSE

The scope of this policy is limited to requests by full-time faculty members, outside of the sabbatical or developmental leave rubrics, for release from assigned duties in order to further develop their instructional, scholarly, and/or service-related skills in association with the receipt of a fellowship, grant, or similar award that requires their undivided attention for a specific period of time, typically one or two semesters.

2.0 PERSONNEL AFFECTED

Requests by full-time faculty members for unpaid or University-subsidized released time associated with a fellowship, grant, or similar award will be reviewed on a case-by-case basis as such award opportunities might present themselves.

3.0 RESPONSIBILITIES

To be successful, a release request submitted under this policy must demonstrate serious promise of resulting in professional development of the applicant which will be of benefit to the University **and** meet at least one of the following two additional conditions:

- result in a scholarly product, including a book, series of articles, artistic work, or other result that materially and significantly enhances the faculty member's professional expertise; and/or
- generate enhanced instructional or professional-service outcomes and/or improved academic programs.

Faculty members seeking to recover salary and benefit expenses from the University under this policy are expected to offset these costs to the extent possible with funds from the awarding agency. The faculty member is responsible for working collaboratively

with his/her academic unit and the Office of Staff Benefits to ensure the continuation of any University benefits being sought.

Ordinarily, faculty members may not use released time to enhance their salaries beyond the level approved for them annually. Likewise, if the faculty member is to undertake an instructional assignment as part of his/her release, s/he must secure advanced approval from his/her dean to teach at another institution during the release period. Faculty may accept funding from outside sources to cover relocation and other travel expenses, and to replace the reduction in University salary that the release might otherwise entail, provided that the policies of the awarding agency are followed.

4.0 PROCEDURES

At the earliest possible opportunity, the faculty member should discuss his/her plans to request released time with the academic unit head to whom s/he reports. In the case of tenure-track faculty, discussions should include the impact that the release will have upon progress toward tenure.

In submitting a written release request, the faculty member must:

- describe the proposed activity;
- explain the way in which the request meets the conditions stated above;
- indicate the length of the requested absence;
- indicate if the release is to be unfunded or University-subsidized;
- describe any external source(s) of funding;
- *if supplemental University funding is being sought*, state the amount requested and justify the need for a University subsidy;
- list any previous releases and briefly explain their impact on his/her professional contributions;
- append an up-to-date *curriculum vitae*; and
- append any other documentation that supports the release application (e.g., a grant application or award letter, book contract, etc.).

Each person in the applicant's reporting line (typically the chairperson and dean or comparable administrator) should make a recommendation regarding the request. The person in the unit with budgetary authority (typically the dean) should indicate if the unit wishes to provide a University subsidy, assuming one is requested. These administrative recommendations, along with the release application, should then be forwarded to the Provost for review. The Provost's action on such applications is final and will be filed, along with the application and administrative recommendations, in the applicant's official personnel file. The applicant will be informed in writing of the Provost's decision.

University funds may be not used to subsidize the faculty member's salary or benefits if s/he fails to use the application process outlined above.

Release recipients must agree to return to the University and to remain in service for one full academic year after the release period has expired. Faculty members who sever their University affiliations prematurely will be liable for expenses the University incurred as a result of the period of release.

Recipients of released time must submit summary reports documenting activities and outcomes to their academic unit administrators and to the Provost within one semester of returning to campus. Extreme delays or failure to file such summary reports are grounds for denial of subsequent release applications.

5.0 REFERENCES

Other faculty leave policies are articulated in the *Faculty Manual*, Sect.III.H.12c-e (<http://www.slu.edu/provost>).

APPROVAL SIGNATURES

This policy was prepared by Marie Dockter. It was reviewed by the Office of Legal Counsel, CADD, the Faculty Senate, the Executive Committee, and the President's Coordinating Council.

This policy has been approved by:

Joe Weixlmann, Ph.D.

Provost

Saint Louis University