I. Purpose/Introduction/Rationale
Faculty scholarship leaves may be granted to faculty members to permit acceptance of prestigious scholarships, grants, fellowships, sponsored research projects, public service appointments or other scholarly engagements that will enhance the professional effectiveness of the individual.

II. Definition
This policy applies to all faculty members. Faculty Scholarship Leaves are not to exceed twelve (12) months. Extensions beyond 12 months may be granted in order to permit faculty members to complete public service appointments. Requests for extensions must be made at least three (3) months prior to the expiration of the current leave period.

III. Procedure or Application
A. Benefit
Faculty Scholarship Leave is taken on a non-pay status unless pay is provided through the scholarship activity. Benefits will be administered in the following manner:

1. Medical, Dental, Vision, Voluntary Life, Flexible Spending Accounts, Heart, Cancer, and Long Term Care insurance - The College will allow faculty members to continue their benefits on the same basis as if they were on active service, i.e., contribute the same share of the premiums. If salary is continued through the duration of the leave, premiums will be deducted from the faculty member's paycheck; if no salary is generated, the faculty member will be expected to remit the premium monthly directly to the Bursar's Office. Faculty members who fail to remit their premiums or who elect to discontinue their coverage during this time will have their insurance cancelled. Upon return to active employment, re-application to the voluntary life insurance carrier may be necessary, along with completion of the Evidence of Insurability form. Re-entry into the Plan may be based upon the insurance carrier’s underwriting guidelines and is not guaranteed.

2. Basic Life Insurance - Will be continued for the approved length of the leave.

3. Disability Insurance - Will be continued for the approved length of the leave.

4. Retirement Plan - Contributions to the Retirement Plans will be suspended until return to active employment unless pay is continued through the scholarship.

5. Tuition Programs - Eligibility will continue for the length of the approved leave of absence for the faculty member, spouse/partner and dependent eligible child(ren).

6. Employee Assistance Program (EAP) - Eligibility will continue for the length of the approved leave of absence.

B. Approval
All requests for Faculty Scholarship Leaves and extensions are subject to approval by the appropriate dean or director and the Vice President for Academic Affairs/Provost.
C. Return to work
Faculty members are expected to return to work upon conclusion of the leave period. Failure to return to work upon conclusion of the leave period will be considered a voluntary resignation.

D. Administration
   1. Faculty members who wish to take a Scholarship Leave will make a formal written request to their Department Head/Dean for approval and recommendation to the Vice President of Academic Affairs/Provost.
   2. The Department Head and/or appropriate Dean and Vice President will approve or disapprove the leave noting the reasons for the decision.
   3. If approved, the written request will be forwarded to the Human Resource Department for processing.

IV. Related Policies or Applicable Publications
N/A

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A