



**FACULTY SENATE PROPOSAL
FSP 2020/2021-002**

I. Proposal Name

FACULTY HANDBOOK 4.3.6 LEAVE OF ABSENCE

II. Committee Assigned/Sponsoring Committee

Faculty Handbook and Academic Affairs

III. Proposal Statement

The Faculty Handbook and Academic Affairs Committee has attached proposed changes (Appendix A) to the handbook regarding the chairperson elections and called review process.

IV. Background and Justification

Leave of absence policy adjustment revision through the Faculty Handbook Editorial Board.

V. Office(s) Affected

UCO Faculty Association

This proposal submitted to the UCO Faculty Senate on 9 March 2020 by:

Marc Goulding

Chair, Faculty Handbook and Academic Affairs Committee

APPROVED BY THE UCO FACULTY SENATE UNANIMOUSLY ON 8 APRIL 2021.

A handwritten signature in black ink, appearing to read 'J. Barger Johnson', written over a horizontal line.

JENNIFER BARGER JOHNSON
UCO Faculty Senate President

APPENDIX A TO FSP 2020/2021-002

ITEMS IN RED ARE NEW ADDITIONS. DELETIONS ARE NOTATED BY STRIKETHROUGH
SENT TO FACULTY SENATE REP 10-15-20
SENT TO PAC REP 10-15-20

4.3.6 LEAVE OF ABSENCE WITHOUT PAY

The university recognizes that it may be necessary, at times, for a full-time, non-temporary faculty member to request a leave of absence without pay. Such leave may be granted only to ~~tenured faculty members, and only~~ after all other forms of leave described in this handbook have been considered and/or exhausted. While this leave is typically only granted to tenured faculty members, this leave may be considered for non-tenured faculty on a case by case basis and with the approval of the department chair/school director, dean and the provost. A leave of absence without pay may be granted for a maximum period of one (1) year. A leave of absence without pay will not be granted to a faculty member who intends to use the leave to accept full-time, non-temporary employment elsewhere.

Leaves of absence without pay are subject to the following conditions:

1. A faculty member on leave of absence without pay may return to his or her position at the university only if there is a vacancy in his or her field.
2. A faculty member on leave of absence without pay must inform the university in writing, on or before February 1 of the year of leave, if he or she desires to return to the university.
3. A faculty member on leave of absence without pay who does not return to the university must remunerate the university for all employee benefits paid by the university during the period of the leave.
4. A leave of absence without pay will suspend the post-tenure review process and/or promotion for the duration of leave.



A faculty member who wishes to be granted a leave of absence without pay must file an application with his or her college dean at least sixty (60) days prior to the end of the fall semester of the academic year prior to the one in which he or she wishes to take leave. If the dean approves the request, he or she will forward the request, with a letter of support, to the provost/vice president for academic affairs, who has final authority to approve or reject faculty requests for leaves of absence without pay.

If the provost/vice president for academic affairs approves the leave, he or she will issue a Leave of Absence without Pay contract to the faculty member. By signing this contract, the faculty member indicates his or her acceptance of the conditions described in this section for leaves of absence without pay. The leave will be finalized only after the faculty member has signed this contract.

