

College of Public Health  
**FACULTY LEAVE PROGRAM**  
November 2007

The College of Public Health **Faculty Leave Program** provides faculty members periodic opportunities for a research leave. It provides extended periods of time for faculty members, free from teaching responsibilities, to engage in publishable research and grantmanship. Such faculty opportunities will be beneficial to the University, the College of Public Health, the faculty member's department, as well as to our students. It will enable departments to be more competitive in faculty recruitment and enable faculty members to be more productive in research. Tenured faculty who have at least six years of full-time service at the University of Georgia and who have not had a paid leave in the last six years are eligible to apply for faculty leave.

The leave program consists of the following:

- Full salary for up to six months with no teaching responsibilities for one semester.
- Faculty research leaves are not entitlements, but eligible faculty members may apply through their department to the Office of the Dean for paid leave.
- Beginning with the 2009-2010 academic year, based on application as detailed below, faculty leave may be considered for qualified members of the College. Normally, no more than one faculty member may be granted leave during a given semester.
- A college-wide committee appointed by the Dean with representation from each unit will review applicants for academic leave and make a recommendation for one individual from the applicant pool to receive this leave. Applicants should prepare a proposal for leave detailing activity and benefits. An application will be required and will provide information as to how the responsibilities of the faculty member will be covered during his/her absence, including instruction of courses and any administrative duties. It should also state specific goals of the leave including grant proposals, publications, etc. that will be accomplished. A letter of support from the academic department should also be included. The deadline for applications is May 15 of the prior academic year.
- When a leave is granted, the Office of the Dean will provide up to \$5,000 to the faculty member's department for the mandatory purpose of obtaining replacement teaching at a rate not to exceed \$5,000 per

course. If the faculty member has financial support to extend the leave up to one year, the faculty member will be responsible for paying for his/her salary and a teaching replacement must be paid through salary savings for the additional period.

- Individuals granted reduced teaching responsibility under the College's faculty research leave program, must continue as a member of the College's faculty for one academic year following the year of the leave. Individuals failing to do so must reimburse the University of Georgia for compensation received during the leave period and the College for the cost of replacement teaching (presently at the rate of \$5,000 per course).
- Faculty members on leave for one semester will be expected to fulfill ongoing research supervision commitments to graduate students.
- Faculty members awarded leave are required to provide a written report of professional accomplishments to the department and dean within 30-days of returning to full duties. The report should specifically address the stated goals of the leave and what was actually accomplished during the leave. The individual's merit increase for the given year will be based on the accomplishments achieved and documented in this report.

A formal agreement must be signed by the faculty member prior to beginning the leave that indicates:

- For a leave for one academic semester (fall or spring semester), s/he will return to CPH at the end of the leave period for at least one (1) academic year.
- For a leave for two academic semesters (fall and spring semesters), s/he will return to CPH at the end of the leave period for at least two (2) academic years.
- If s/he does not return to CPH for the full amount of time specified in the agreement, s/he will reimburse the University of Georgia for the amount of compensation received while on leave, as well as any other expenses paid by the University during the leave (*BOR Policy*).