



Faculty Professional Leave

Office of Academic Affairs

Applies to: Tenure-track faculty

POLICY

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The Ohio State University Board of Trustees (BOT) approved a Faculty Professional Leave Program (FPL) for this institution on 09/09/77 (Resolution No. 78-21) based on Ohio Revised Code 3345.28. The BOT resolution requires each college and tenure-initiating unit (TIU) to establish formal criteria and procedures for reviewing the merits of proposals submitted from faculty in their units. It is essential that there be careful planning and rigorous peer review of FPL proposals and that the approved purpose for these leaves be strictly fulfilled.

FPL proposals generally emphasize enhancement of research skills and knowledge. However, faculty members may use an FPL for substantial investment in pedagogical or administrative skills and knowledge when these are judged to be mutually beneficial to the faculty member and his or her academic unit.

The FPL program was created to give faculty a period of uninterrupted time to invest in their professional development. Activities that entail little or no investment in new skills and knowledge are not appropriate for the program. In addition, faculty should restrict other employment activity during a leave, including employment approved under the Faculty Paid External Consulting Policy, to that which clearly enhances the purposes of the leave (see Faculty Compensation Policy).

In evaluating FPL proposals, units and colleges should place greatest weight on the merits of the proposal in light of the professional development of the faculty member and the advancement of the academic mission of the unit and college.

Although there are many advantages to spending the FPL at another university or in industry or at some other appropriate institution, such an appointment is not essential if the plan for the leave is meritorious in its own right.

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Policy Details

1.1 Required approvals

Columbus Campus: TIU head, college dean, Office of Academic Affairs (OAA), BOT.

Regional Campus: Regional campus dean, TIU head, OAA, BOT.

The college or regional campus sends OAA an original and one copy of the complete application including all attachments, except item 13 (curriculum vitae). Submit only one copy of the CV.



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Proposals should reach OAA at least two months prior to the start of the proposed leave. Individual colleges and regional campuses may establish their own deadlines for reviewing FPL proposals.

OAA will approve FPL proposals that are consistent with the technical requirements of the program and that have been approved by the TIU head and college dean or regional campus dean. Once approved by OAA, leaves are recommended to the BOT for final approval. OAA notifies the college dean or regional campus dean when BOT approval has been granted.

Regional campus proposals are reviewed and approved first by the regional campus dean and then forwarded to the TIU head for approval. The proposal is then returned by the TIU to the regional campus, which is responsible for submitting the leave application to OAA. The college office in which the TIU is located is notified, but is not directly involved in the approval process.

1.2 Timing

An FPL should be considered for any period of intensive study or research not to exceed one academic year.

A two-semester FPL may not bridge two academic years (i.e. spring semester and the following autumn semester).

A Special Assignment and an FPL may occur in contiguous on-duty semesters even if they bridge academic years. An FPL will not be granted for less than one semester.

1.3 Eligibility

Ohio Revised Code 3345.28 specifies that only tenured faculty members with at least seven years of service in a tenure-track position at Ohio State are eligible for an FPL at this institution. Time served at another university; as an associated faculty member at Ohio State; and/or on unpaid leave does not count towards the seven year requirement.

A year in which a faculty member takes an unpaid leave of absence (LOA) can count towards the seven years of service if the leave was one semester or shorter.

Situations when a faculty member holds less than a full-time appointment will be resolved on a case by case basis by OAA.

A faculty member who takes an FPL, regardless of its duration (one or two semesters or one), becomes eligible again only after completing an additional seven years of service at Ohio State after the year the FPL was taken.

1.4 Compensation

Leave	Salary
1 Semester	100% of base salary
More than 1 Semester	67% of base salary

The salary as calculated above represents the total amount that may be earned from Ohio State general funds. Thus units and colleges may not rehire faculty during the period of their FPL leave to teach or to engage in other supplemental compensated activities.

The FPL application should describe any non-Ohio State compensation that the faculty member will receive during the period of the FPL. Double compensation is illegal under Ohio law. The university cannot pay someone for the same work



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that an external body is also paying. The BOT resolution permits faculty on FPL for longer than one semester to augment their leave stipend with funds from external sources such as research grants, provided that:

- the activity to be compensated supports the purposes of the FPL
- the combined external support and reduced leave stipend do not exceed the level of the regular annual salary

In the event that external support funds are available that produce a salary higher than the regular annual salary, the excess must be used to reimburse the university for its costs. When a faculty member documents substantial increased living costs necessitated by the leave, an exception to this policy may be made with the approval of the appropriate dean and the provost.

Colleges may create, with the approval of OAA, competitive programs for replacing, from non-general funds sources, some or all of the reduced salary associated with an FPL.

1.5 Faculty obligations

As part of the application process, faculty members are required to sign a three-part statement (see Application for Faculty Professional Leave Form) that:

- they understand and accept their obligation to return to the university for a full academic year following completion of the FPL
- they understand that supplemental compensation, or other compensation from university general funds, is not permitted during an FPL
- they are required to submit a written report (see below) of goals and accomplishments within 60 days of the date of their return to service

Faculty members on leave for two semesters must also complete the STRS Notification of Professional Leave of Absence Form.

1.6 Report

A brief summary of goals and accomplishments must be submitted to the college which will forward a copy to OAA at the conclusion of the FPL.

The report is ordinarily copied to the TIU head and regional campus dean if applicable; however, the TIU may ask for a more detailed report than the brief summary required by OAA.

1.7 Changes in timing or cancellation

The State of Ohio annually monitors the timing and completion of FPLs. FPLs are a matter of public record; therefore, faculty members may not cancel or change the timing of a leave without submitting a written request for the change through the same levels of approval listed above.

No special form is required to change or cancel an FPL, but the request must be made in writing.

The faculty member submits a written explanation to the TIU head or regional campus dean, which is directed to OAA after signatures of concurrence at the next level have been added.

OAA submits the change or cancellation to the BOT for final approval as a matter of public record and notifies the college dean or regional campus dean when BOT approval has been granted.



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Changes in timing may occur prior to the start of the leave or during the leave.

Resources

- Application for Faculty Professional Leave Form, <http://oaa.osu.edu/forms.html>
- Faculty Compensation Policy, <http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>
- Faculty Paid External Consulting Policy, <http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>
- Faculty Special Assignment Policy, <http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>
- Ohio Revised Code, <http://codes.ohio.gov/>
- STRS Notification of Professional Leave of Absence Form, https://www.strsoh.org/employer/_pdfs/forms/colleges/50-135.pdf.

Contacts

Subject	Office	Telephone	E-mail/URL
Faculty professional leave	Office of Academic Affairs	614-292-5881	http://oaa.osu.edu

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