

UNIVERSITY OF PITTSBURGH POLICY 02-11-03

CATEGORY: ACADEMIC AFFAIRS
SECTION: Faculty Leave Program
SUBJECT: Faculty Leave for Professional Enhancement
EFFECTIVE DATE: March 29, 1994
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I. SCOPE

This policy establishes leave without pay for all faculty, regardless of a faculty member's eligibility for a sabbatical, for the purpose of undertaking activities which are likely to enhance the faculty member's teaching and research.

II. POLICY

Leave Without Pay

The University provides a leave of absence without pay of up to a maximum of one year for the purpose of professional enhancement. Special consideration for such leaves will be given to junior faculty members who obtain nationally recognized fellowships or prestigious temporary appointments at places such as other institutions, government, or industry. The leave may be renewed with the appropriate approval.

Upon receipt of notification of the fellowship award or temporary appointment, a written request for a leave of absence without pay should be submitted to the appropriate department chairman. The request for a leave of absence must be approved by the Provost, with the endorsement of the faculty member's department chairman and dean or campus president.

A leave of absence without pay will not prejudice a faculty member's salary. Depending upon the recommendation of the dean or campus president, when a tenure stream faculty member is granted a leave of absence, the term of the probationary appointment may be extended and the period of the leave will not be counted as part of the term of probationary period of service.

Continuation of Benefits

During the leave, the faculty member may elect to continue medical, life, and disability insurance by continuing payment of the premium for the benefit for the duration of the leave. The University will continue to pay its share of the premiums for any benefit the faculty member decides to continue.

Participation in the University Retirement Program is suspended for the duration of the leave. To reactivate participation upon return from the leave, the faculty member must complete and submit the necessary forms to the Benefits Section of the Office of Human Resources.