

## UMSL Research and Development Leave Request Process

The UM System offers faculty three types of professional leave to conduct research or other scholarly activity or pursue professional development ([CRR.340.070](#)): Research Leave, Development Leave, and Sabbatical Leave. UMSL currently supports a limited number of Sabbatical Leaves every year for tenured faculty who have not had sabbatical leave within the last six years. Professional leave for department chairs upon completion of their terms is handled through a separate process.

*Research Leave* and *Development Leave* provide faculty the opportunity to pursue activities away from campus that support their research and development and help them contribute to UMSL's teaching, research, or outreach missions. Faculty members applying for either research or development leave at UMSL normally apply for and secure external funding such as a grant or fellowship to support the research or development activity including their salary. Faculty should touch base with the UM System Benefits Office to discuss how taking research or development level affects their retirement and benefit eligibility given their specific health care and retirement plans.

### Eligibility for Research and Development Leave

According to UM System guidelines, "tenured, tenure-track, and full-time, ranked non-tenure track research faculty members with established scholarly, artistic or research records are eligible to apply for a *research leave*" ([CRR.340.070.A.1](#)) whereas "tenured, tenure-track and full-time, ranked non-tenure track faculty members are eligible to apply for a *development leave* to pursue personal, professional, instructional, or administrative development" ([CRR.340.070.A.2](#)). Faculty can apply for either type of leave for up to a full year.

### Applying for Research or Development Leave

All leave requests must be approved by the faculty member's department chair (in units with department chair) and dean, as well as the provost. The chair or dean will certify that the teaching and other service needs of the department will be met during the leave of the faculty member. Granting of research and development leaves is not automatic. They will be approved only for deserving cases where the likely outcomes of the leave benefit the university's mission and do not substantively hamper the unit's ability to meet student needs. Chairs and deans are asked to avoid approving multiple leaves in one unit during the same period that could negatively impact the functioning of the unit.

Faculty who are applying for either research or development leave should submit to their department chair or, in units without department chairs, their dean:

- The [Request for Leave of Absence Form](#).
- Documentation of external funding that has been secured to support the project.
- A short (1-2 page) description of the research or development activity they will pursue, a rationale for the need for and timing of research or development leave, and the associated anticipated outcomes that will result from the leave. Examples of these outcomes include external grants, high-quality publications, exhibitions, or the acquisition of particular research skills or teaching expertise. (This description can serve as the "separate sheet" mentioned in question 10 of the "Request for Leave of Absence Form" where the faculty member is asked to describe the purpose of the leave.)

If a request is approved by the department chair and dean, it should be forwarded to the provost.

If a faculty member is requesting supplemental support to provide full regular salary, the dean and/or chair should include a brief explanation as to how this is to be funded. In most cases, research or development leave is expected to be fiscally neutral. That is, the cost of covering the teaching and service needs of the department while the faculty member is on leave (e.g., salary for part-time faculty to cover courses) plus any supplemental support provided to the faculty member should not exceed the cost of the faculty member's regular salary. The faculty members should report all sources of salary funding while on leave and ensure that they are consistent with System and campus conflict of interest policies.

In order to allow for departments and colleges to prepare for any necessary teaching replacements, final decisions on Research and Development Leaves should be made well in advance of the requested leave. For leaves beginning in the Fall semester, colleges should submit all requests to the Provost's Office by February 15 for fullest consideration; for leaves beginning in the Spring semester, colleges should submit requests by August 15 for fullest consideration.

### **Returning from Leave**

Upon returning from leave, all faculty members must file a report on the accomplishments during the leave period.