



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Academic Leave Policy

### Policy 7.01

Volume 7 Faculty Affairs  
Chapter 1 Academic Leave Policy  
Responsible Office: Faculty Affairs  
Originally issued: approx. 2004  
Revised: 6/05 Academic Council;  
1/12/06 General Faculty  
Assembly

### Policy Statement

Faculty at the Medical College of Georgia, from the Corps of Instruction, with greater than five years of continuous full-time employment, are eligible for fully funded academic leave for the purpose of professional development and promoting scholarly work. Academic leave should last no longer than twelve months. This policy describes the process and procedures for applying for academic leave, either with or without pay.

### Reason For Policy

The Medical College of Georgia, as the Health Sciences University of the State of Georgia, employs faculty who are committed to the tripartite mission of the Institution. To be effective as researchers, educators, and clinicians, faculty must function in an environment that supports ongoing professional development.

The Medical College of Georgia is committed to supporting academic leave opportunities for faculty to pursue professional development aligned with the mission of the Institution. Academic leave is considered a tool for the purposes of professional development and academic enrichment.

### Entities Affected By This Policy

All full-time faculty of the Medical College of Georgia Corps of Instruction are affected by this policy.

### Who Should Read This Policy

All full-time faculty of the Medical College of Georgia Corps of Instruction should be aware of this policy. All Section Chiefs, Department Chairs, and Deans should be aware of the procedures described in this policy.

### Contacts

Contact	Phone	e-mail/URL
Manager, Faculty Affairs	706- 721-1072	<a href="mailto:FacultyAffairs@mcg.edu">FacultyAffairs@mcg.edu</a> <a href="http://www.mcg.edu/faculty/office/index.htm">http://www.mcg.edu/faculty/office/index.htm</a>
Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	<a href="http://www.mcg.edu/aaffairs/associate/">http://www.mcg.edu/aaffairs/associate/</a>
Deans of the respective schools		

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p701.pdf>

## **Related Documents**

Board of Regents Policy Manual Section 802.0804: Educational and professional leave: <http://www.usg.edu/regents/policymanual/800.phtml>.

## **Definitions**

These definitions apply to these terms as they are used in this policy:

**Academic Leave** Leave of absence for the purpose of promoting scholarly work and professional development

## **Overview**

Faculty at the Medical College of Georgia, from the Corps of Instruction, with greater than five years of continuous full-time employment, are eligible for fully funded academic leave for the purpose of professional development. Academic leave should last no longer than twelve months. This policy describes the process and procedures for applying for academic leave, either with or without pay.

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## **Process/Procedures**

### **Applying for Academic Leave**

Applicants must submit their request for academic leave to their department chair or section chief detailing how academic leave will further the MCG mission and enhance their respective departmental functions and professional development. The applicant may suggest how their teaching load and other administrative responsibilities could be covered during their leave, but the respective Department Chair or Section Chief and Dean of the School or Director of Libraries will bear ultimate responsibility for determining how the applicant's responsibilities will be secured. This request should be accompanied by a letter of support signed by the respective Department Chair or Section Chief and Dean of the School or Director of Libraries to which the applicant reports.

Faculty with practice plan components to their salary support will have to negotiate salary support from their practice plan for that portion of their pay during academic leave.

The Institution assures the faculty member on academic leave the same or alternative position on his/her return to MCG. This will be negotiated prior to the approval for academic leave and will be agreed to by all parties involved.

The President of the Medical College of Georgia may approve leave of one academic term or less. Extension of such leave shall be approved by the Chancellor and the Board of Regents.

Leave of more than one academic term shall include a recommendation from the President to the Chancellor and Board of Regents stating the reasons for

granting academic leave. The Chancellor and Board of Regents shall approve academic leave lasting longer than one academic term.

**Academic Leave without Pay**

Academic leave without pay may be granted when leave is supported by an external grant or stipend.

**Academic Leave and Tenure**

Academic leave time should not be applied to calendar deadlines for tenure since academic leave could potentially affect a candidate’s ability to sufficiently document “outstanding achievement in two of three areas” (teaching, research/scholarly achievement, service to the institution).

**Return after Academic Leave**

In accordance with Board of Regent’s policy, faculty granted a leave of absence with pay will sign an agreement stipulating that:

- For a leave with pay of less than one year, the employee will return to the Institution at the termination of the leave for a period of at least one year.
- For a one-year leave with pay, the employee will return to the Institution at the termination of the leave for a period of at least two years.
- If the employee does not return to the Institution for the full amount of time specified in the agreement, the employee will reimburse the Institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

**Subsequent Academic Leave**

Faculty with continuous, full-time employment are eligible to apply for fully funded academic leave after a subsequent five-year period has elapsed.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.01, Academic Leave Policy, are:

Faculty member	Submit written request for leave to Department Chair or Section Chief. Negotiate salary support from practice plan, if applicable.
Dept. Chair or Section Chair	Submit support letter with application. Determine, along with Dean of School or Director of Libraries, how applicant’s responsibilities will be covered during the leave.
Dean of School or Director of Libraries	Co-sign the above support letter. Determine, along with Department Chair or Section Chief, how applicant’s responsibilities will be covered during the leave.
President	Approve leave for one academic term or less. Submit recommendation to Chancellor and BOR for leave of more than one academic term.
Chancellor and Board of Regents	Approve leave of more than one academic term.

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