



## Faculty Academic Leave Request Form

Use this form to request an academic leave. (See end of form for information on university-supported academic leaves.)  
All requests for Family and Medical Leave should be directed to [Human Resources](#).

**Faculty** requesting leave must complete pages 1 and 2 of this form and submit the form to their Department Chair (A&S) or Program Director and/or Associate Dean (Heller, Business School) by the department or school internally set deadline, usually sometime in the fall.

The **Department Chair or Program Director/Associate Dean** will review the applicant's submission, complete page 3 of this form, and submit it to the School Dean for consideration, by the department or school internally set deadline.

The **School Dean** will review the request and submit their recommendation on page 4 of this form to the Provost no later than **December 15**.

The **Provost** will review the request and make a determination on page 4 of this form. The Provost's Office will notify the School Dean of the determination no later than **February 15**.

### Faculty Applicant Information

| Name | Rank | School/Department/Program | Date |
|------|------|---------------------------|------|
|------|------|---------------------------|------|

Please indicate when you were last on Leave (of the Leave Types listed in the next Section)

Is this a revised application?    **Yes**                      **No**

### Leave Request Information

Indicate Leave Type(s) and Dates for which you are applying

**Paid Leaves:** Most paid leaves may be taken as one semester at full pay or two semesters at half pay; however, pre-tenure leaves (eg, A&S Norman Leaves) are typically one-semester leaves.

|  |  |
|--|--|
| <b>Sabbatical</b> (tenured faculty)            | <b>Fall Semester Leave</b> (Fall 2024)                           |
| <b>Paid Leave</b> (OTS faculty)                | <b>Spring Semester Leave</b> (Spring 2025)                       |
| <b>Pre-tenure Leave</b> (eg, A&S Norman Leave) | <b>Academic Year Leave</b> (Fall 2024 and Spring 2025 Semesters) |
| <b>Other Paid Leave</b>                        | <b>Calendar Year Leave</b> (Spring 2025 and Fall 2025 Semesters) |
| <b>Unpaid Professional Leave of Absence</b>    | <b>Other</b>   |
| <b>Unpaid Personal Leave of Absence</b>        |  |

Brief Description of Leave Activities, Special Circumstances, and/or Outside Support:

Courses, Committees, Advisees, Services & Other Duties Requiring Coverage During Requested Leave Period:

## Plan for Requested Leave

In the box below, please describe your detailed plans for your requested leave *(Box expands)*

AFTER COMPLETING PAGES 1 AND 2, PLEASE SAVE AND EMAIL A COPY OF THIS FORM TO YOUR DEPARTMENT CHAIR (A&S) or DIRECTOR/ASSOC DEAN (Heller, Business School)

## Department/School Review

Evaluate the feasibility of the applicant's research plan over the period of the requested leave *(Box expands)*

How will the Department or School cover this vacancy during the proposed leave? *(Box expands)*

Additional Comments or Considerations

Department Chair/Program Director  
(Name, Title)

Date

Additional School Reviewer,  
if applicable (Name, Title)

Date

*Type your name in the box and add the date, then save and forward a copy to your Dean. Please do not add an e-signature.*

## Recommendation of School Dean

### Comments

**I recommend approval**

**I do not recommend approval**

**School Dean**

**Date**

*Type your name in the box and add the date, then save and forward a copy to the Provost. **Please do not add an e-signature.***

## Provost Approval

### Comments

**Approved**

**Not approved**

**Provost**

**Date**

Opportunities for University-Supported Academic Leave  
(Excerpt from *Faculty Handbook*, III.C.4.)

**4. Opportunities for University-Supported Leave**

**a. sabbatical leave**

i. Faculty are eligible for sabbatical leave in the seventh academic year after completion of twelve semesters of full-time service at Brandeis University. Sabbatical leave is granted by the Provost, with the advice of the department chair and the appropriate Academic Dean, to faculty who have held the rank of Associate Professor with tenure or Professor with tenure for at least two semesters of full-time service. Sabbatical leave promotes study, research and/or creative work, and general professional improvement.

ii. Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and his or her recommendation for leave to the appropriate Academic Dean. The Dean confirms the faculty member's eligibility for sabbatical leave and sends his/her recommendation to the Provost for final approval. Neither the granting of an early sabbatical nor the postponement of a sabbatical entitles a faculty member to more or less than one year of sabbatical leave for each twelve semesters of full-time service. Sabbatical leaves may not be taken consecutively.

iii. Sabbatical leave may be granted for two semester at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.

iv. Acceptance of a teaching or research appointment at another institution during a sabbatical year may be approved by the Provost if it contributes to the professional development of the faculty member. During sabbatical leave the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

**b. other programs and opportunities**

Other programs and opportunities for university-supported leave are administered by the office of the Provost.

**5. Leaves of Absence**

**a. professional and personal leaves of absence without pay**

i. Professional and personal leaves of absence without pay are granted by the Provost, with the advice of the department chair and the appropriate Academic Dean. Such leaves may be granted for one year and are not normally renewed for more than one additional year. Leave beyond one additional year must be requested of the appropriate Academic Dean by the department chair and approved by the Provost.

ii. A written request for leave of absence without pay, or renewal of such leave, is made by the faculty member to his or her department chair, who sends the request and his or her recommendation to the Provost.

iii. Professional leave involves significant scholarly or other activity that contributes to professional development. Personal leave involves circumstances that preclude significant scholarly or professional development. For the purpose of sabbatical eligibility, the semester(s) during which a faculty member is on leave are not considered toward years of service. For the purpose of tenure and promotion, the semester(s) during which an untenured faculty member is on professional leave count toward years of service in rank, while semesters on personal leave do not.

**b. Family and/or medical leave** is granted in accordance with the provisions of the Brandeis Family and Medical Leave Act Policy.

## Further University-Supported Academic Leaves for Faculty

### 1. **Paid Academic Leave for Faculty Outside the Tenure Structure in Arts and Sciences, Heller and IBS**

Full-time faculty outside the tenure structure (OTS), in positions authorized as “renewable” (ongoing), are first eligible for paid leave in the eighth academic year, after completion of seven years (fourteen semesters) of full-time service at Brandeis University; thereafter, they are eligible after every six years (twelve semesters) of full-time service. Paid leave promotes research and/or creative work, and general professional development.

Faculty members submit leave requests to their department chair(s) (or equivalent). This should be done in time for the chair to incorporate supported leave requests into the following academic year’s curriculum plan. The chair sends the leave request, accompanied by their recommendation, to the appropriate Academic Dean, who in turn sends their recommendation to the Provost for final approval.

Paid leave may be granted for two semesters at half salary, or one semester at full salary. Upon completion of a paid leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.

For those faculty who have administrative roles, the disposition of their administrative responsibilities during the leave will be subject to discussion with their department chair and the appropriate Academic Dean.

Acceptance of a teaching or research appointment at another institution during a paid leave may be approved by the Provost if it contributes to the professional development of the faculty member. During paid leave the university’s contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

### 2. **Pre-Tenure Leaves - Academic Leaves for Tenure-Track Faculty**

Tenure-track faculty are eligible for a fully funded, one-semester leave from the first year of their reappointment contract (ie, as early as their fourth year on the tenure-track). In the School of Arts and Sciences, these are referred to as Theodore and Jane Norman Junior Faculty Research Leaves, or “Norman” leaves; more generally they are called Pre-Tenure leaves.

Pre-Tenure leaves may not normally be followed or preceded by a full year of research leave. Faculty who receive external fellowships for the same period may apply to combine a pre-tenure leave and a fellowship leave for a two-semester leave at full pay.

Letters of reappointment will instruct tenure-track assistant professors to consult their chair(s) about the timing of their leave. This should be done in time for the chair to incorporate leave requests into the following academic year’s curriculum plan. The chair sends the leave request, accompanied by their recommendation, to the appropriate Academic Dean, who in turn sends their recommendation to the Provost for final approval.