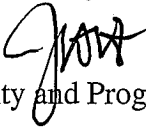


January 23, 2009

MEMORANDUM

TO: Members of the Peabody Faculty

FROM: James H. Hogge 
Associate Dean for Faculty and Programs

RE: Scholarly leaves of absence

Please read this entire memorandum carefully—it contains new procedures to be followed in requests for scholarly leaves and upon return from scholarly leaves.

Purpose and Conditions of Scholarly Leaves

Vanderbilt University grants scholarly leaves of absence for the purpose of advancing scholarship to the benefit of faculty members and the University. A scholarly leave is granted in recognition of the productivity of the faculty member. It is not an entitlement such as may exist in other institutions that provide sabbatical leaves. As a matter of University policy, requests for scholarly leaves are generally not granted more frequently than once every four years, and a longer minimum interval may apply in specific programs. The period between leaves begins with the first full academic year after the leave.

Unless waived in writing by the Provost, a faculty member who is granted a scholarly leave is obligated to return to active status for at least an equivalent period immediately following such leave. Scholarly leaves of absence may be granted to full-time (or full-status partial-load) tenured and tenure-track faculty members and to full-time clinical and practice faculty members.

A scholarly leave is granted for research, which may consist of out-of-town research, study, writing for publication, or some other activity consistent with a scholarly purpose. It is not intended that scholarly leaves will consist of a “semester off” in Nashville or elsewhere. The granting of leaves is determined after taking into consideration department and college staffing requirements, availability of funds from all sources, and other factors, such as scholarly productivity and the outcomes of previous research leaves. Because it is expected that coverage of the duties of faculty members on leave will be accomplished within existing resources, strong preference will be given to leave requests that would not involve hiring part-time instructional staff (or students) to cover duties. This constraint necessarily limits the number of scholarly leaves of absence that can be accommodated in a particular semester.

Generally, a faculty member on a scholarly leave is granted half-salary and full benefits for a full

year or full salary and full benefits for a half-year. In some cases leave may be granted to pursue appropriate scholarly activities that may benefit the faculty member and a third party, such as collaboration in a research project with a colleague at another institution or appointment to service for a governmental agency for a defined period. Such leaves may be paid or unpaid, depending upon the specific activity and on whether outside funds are available to support the faculty member. When granted, such leave does not normally affect eligibility for salary raises or promotion.

As stipulated in the *Faculty Manual*, all faculty members returning from scholarly leaves are expected to submit to the Dean reports of their scholarly activities and accomplishments during their leaves. These reports should be quite brief (a two-page memo will suffice), but they should be submitted within one month of return.

Procedures for Requesting Scholarly Leave

If you are contemplating requesting a leave of absence, please discuss your plans with your department chair as soon as possible and submit your written request shortly thereafter. Faculty seeking scholarly leaves must submit their requests to their department chairs no later than November 1 in the academic year prior to the academic year in which the leave would occur. This deadline applies to all scholarly leaves, whether fall, spring, or full-year.

Your request must include the information listed below and should be sent to your department chair, who will transmit it to me along with their recommendation. Please keep in mind that department chairs have been asked to prioritize and send all leave requests to me as a group by December 1. When all the requests are in and we can assess the collective impact, decisions about individual requests will be made and faculty will be notified no later than January 15.

Please include the following information in your request:

1. **WHEN:** The period you propose to be on leave.
2. **WHERE:** Where you plan to spend your proposed leave of absence.
3. **PURPOSE:** Please describe the specific objectives of your proposed leave. What products (e.g., submitted manuscript) will result?
4. **SPECIFIC PLANS:** Please describe what you plan to do to meet the specific objectives of your proposed leave and with whom you will be working.
5. **COURSE COVERAGE:** How will your classes be handled? Please keep in mind that it is expected that coverage of the duties of faculty members on leave will be accomplished within existing resources.
6. **STUDENT SUPERVISION:** What arrangements will be made to assure that your absence does not interfere with the progress of your graduate advisees? Who will handle your undergraduate advisement duties in your absence?

7. **TERMS:** Please specify whether salary and fringe benefits are requested for the period of the proposed leave.
8. **PREVIOUS LEAVES AND TERMS:** Please list when previous leaves occurred and corresponding financial terms.
9. **CURRENT CURRICULUM VITAE**

Remember: You need to submit your leave request to your department chair no later than November 1 in the academic year prior to the academic year in which your leave would occur.

Thank you!