Research/Instructional/Engagement (R/I/E) Leave Request Procedures for Faculty

Revision effective date: November 1, 2024

1. R/I/E leaves are full or part-time leaves of >22 consecutive working days, paid or unpaid, that are for engaging in research, instructional, or engagement activities.
2. Faculty member initiates process (at least 1 semester prior to requested leave date, whenever possible) by:
    a. Meeting with the department/school head to discuss the scope of the work, funding source(s), and coverage of their campus duties.
    b. Preparing a written application containing the following sections, to enable their department/school head, dean, and provost to evaluate the merit of the proposed work and the benefit it will have for both the faculty member and Purdue University:
        i. Executive summary: Provide a brief nontechnical overview of goal of the leave, work to be accomplished, and location where the work will be conducted.
        ii. Project description: Describe the purpose, approach, goals, significance, and potential impact of the proposed work. If grant funding is being used to support salary, travel, or other costs, indicate how the leave furthers the aims of the grant(s) being used. Identify what form the results will take and how they will be shared with others. Letters of invitation, where appropriate, should be provided.
        iii. Leave justification: Describe how this project will contribute to your own scholarly professional development and how the leave will benefit Purdue University.
        iv. Plan for covering your campus duties while on leave: Describe what plans you and your department/school head have in place to cover your teaching/research/extension/service commitments while you are on leave.
        v. Plan for covering your sponsored projects: Identify how your sponsored projects will be managed and deliverables achieved while you are on leave including an oversight plan for each of your active projects and what, if any, changes in scope of the project(s) are anticipated. Consult with sponsored program services to ensure oversight of sponsored projects follows the guidelines of the sponsor during the leave. In some cases, an alternate PI may need to be identified during the leave period.
        vi. Curriculum vitae
        vii. For leaves of one semester or longer, complete the template leave agreement letter with your department/school head (templates for both unpaid and paid R/I/E leaves are located at the end of this document).
    c. If the requested leave involves an intergovernmental personnel act agreement (IPA), refer to the guidance and process and procedures documents for establishing IPAs and associated R/I/E leaves.
    d. If the requested leave involves an appointment at an outside entity, the following expectations should be reviewed in consultation with the department/school head:
        i. You will ensure that Purdue University is provided with a complete and accurate copy of all agreements between an outside entity and you..
        ii. Any reference to your appointment at an outside entity must clearly and unambiguously indicate that you are a faculty member at Purdue University.

iii. You will identify Purdue as your employing institution on any proposal, paper, or other scholarly output that you submit, publish, or to which you contribute as a result, or in which you otherwise engage, as part of your association with an outside entity.
iv. You will inform all students, postdoctoral scholars, and staff in your Purdue research program of your appointment with the outside entity and provide for them a clear channel through which they can report any concerns that may arise during the term appointment.

e. Reviewing and submitting all requests and forms arising from applicable Purdue policies, including
    i. Conflicts of Commitment and Reportable Outside Activities (III.B.1): www.purdue.edu/policies/ethics/iiib1.html
        1. A reportable outside activity (ROA) is any work, advice, or service for an entity other than Purdue that may potentially result in a conflict of commitment.
        2. A conflict of commitment is a situation in which a ROA would likely interfere with the ability of a faculty member to fulfill their commitment to Purdue, or if the responsibilities, financial interest, or opportunity for personal benefit in connection with the ROA would likely interfere with professional judgement in exercising any university duty or responsibility.
        3. If you will have an appointment with an outside entity as part of the leave, you must file a request for a Reportable Outside Activity Form in addition to the R/I/E leave request for the term of your appointment with an outside entity to properly disclose your involvement and affiliation.
        4. If you have an approved ROA associated with your leave, please attach your approval email with your leave request in SuccessFactors.
    ii. Individual Financial Conflicts of Interest (III.B.2): www.purdue.edu/policies/ethics/iiib2.html
        1. Faculty have the responsibility to manage their financial affairs and relationships in a manner that does not interfere with, or improperly influence the performance of, their duties and responsibilities at Purdue.
    iii. Intellectual Property (I.A.1): www.purdue.edu/policies/academic-research-affairs/ia1.html
        1. Intellectual Property that arises in any part in the course of employment at Purdue is Purdue Intellectual Property.
        2. If you will have an appointment with an outside entity as part of the leave, you must address Purdue's ownership of intellectual property rights in accordance with the terms of your Purdue appointment. Any conflict in terms should be reviewed with the Purdue University Senior IP Officer.
        3. It is important to be familiar with the FAQs for Outside Activity and Intellectual Property: www.purdue.edu/research/oevprp/regulatory-affairs/intellectual-property-faq.php.

f. Uploading all the applicable documents into SuccessFactors. From the Request Time Off tile, select the appropriate R/I/E leave time type from the drop down menu, and also::
    i. Enter the dates of the leave.
    ii. Enter the locations of your leave. If traveling internationally, identify the primary country.

iii. Working with your business office, identify compensation and account numbers.
    1. Benefits will be continued during R/I/E leaves unless the faculty member chooses to discontinue their benefits.
    2. Note: for unpaid leave, an account number is needed for coverage of fringe benefits. Faculty may choose to be billed for benefits during the leave, or to have benefits reductions taken from payroll upon their return; however, faculty will automatically be billed if the accrued benefits-related balance exceeds 30% of a standard monthly payroll.
    3. To discontinue benefits during the leave period, the faculty member will need to record a life event in the Benefits enrollment system using a reason of "Beginning Leave of Absence".

3. Department/School head reviews the R/I/E leave request in SuccessFactors.
    a. The general criteria for reviewing leave applications include:
        i. The scholarly productivity of the faculty member, and the rationale for the leave.
        ii. The objectives, scope, significance, expected results, and likelihood of success of the project.
        iii. The contribution to the professional development of the faculty member.
        iv. The benefit to Purdue University.
        v. The template leave agreement letter is completed and acceptable for leaves ≥ one semester.
    b. Department/School head provides some comment in SuccessFactors related to the review criteria and whether they are approving or denying the request. If the request is approved, the department/school head indicates acknowledgement of correct account numbers, and how the department/school will handle coverage of campus duties while the faculty member is on leave.
4. Dean, or designee, reviews R/I/E leave request in SuccessFactors.
    a. The same general review criteria used by department/school heads apply.
5. SuccessFactors leave request routes through the Associate Benefits Administrator in Human Resources for review of administrative issues including eligibility.
6. SuccessFactors leave request routes through Sponsored Program Services for review of existing and proposed funding awards, current sponsor disclosures and possible constraints. For international leaves, SPS also coordinates review and approval from Global Support and confirms with the Research Security Export Control Office that export control and research security reviews are complete.
7. Associate vice provost for faculty affairs, or designee, conducts final review of the R/I/E leave request in SuccessFactors, either approving or denying it.
8. Within three months of the completion of the R/I/E leave and return to campus, the faculty member provides a report of the leave accomplishments to their department/school head and dean.

Additional considerations:

- If a faculty member has 2 concurrent appointments, he/she must request the leave on both positions.
- If sabbatical and research leave are used in proximity, the research leave must come first. They cannot be taken concurrently without prior approval of an exception request.

- No leave is automatically approved in the SuccessFactors workflow. Everyone in the workflow must actively review and either approve or deny. Please monitor the leave request and watch for comments.

Template leave agreement letter for unpaid R/I/E leaves:

Dear Professor [name],

You will be on unpaid leave from [date] to [date] for [purpose]. [statement as to how the leave helps the dept/college/univ].

While on unpaid leave, your rights and privileges will include serving as an advisor and graduate committee member and continuation of your Purdue career accounts to facilitate your discovery and learning activities. You [will/will not] be allowed to continue as a PI on grants and contracts, assuming approval by your funding agencies. Your rights and privileges will not include participation in promotion and tenure processes or other Departmental, College, or University committees. [consider any special circumstances for rights and privileges that relate to this faculty member's work.]

As this is an unpaid leave, you will not be compensated during your leave period. You will receive benefits but will not receive retirement contributions during this period. You [will/will not] be eligible for consideration for promotion [and tenure if applicable] during this period. You [will/will not] be considered for annual raises during your leave period. We have reviewed your [appointment letter/agreement/contract] with [outside entity] and have concluded that your appointment there does not violate any university policy. It is your responsibility to inform Purdue of any changes to the terms and conditions of your appointment at [outside entity].

On or before [date], you will notify me in writing of your intention to return full-time to Purdue faculty. [Alternately you can discuss the potential of staying on leave with me./No extension of this leave beyond [date] will be considered.] If you decide to return full-time, your rights and privileges that attend your current appointment will be restored to you effective your return date and there will be no break in your service. You will be eligible to receive university benefits in accordance with university policies and the plans that are in place at the time of your return. [If we determine that an extension of this leave is necessary and mutually beneficial, all paperwork must be processed before the end of your current approved leave. Please allow up to 1 month for processing after we have worked out the details of extending your leave.]

If you fail to inform me of your intention regarding your return on or before [date] or you do not return to full-time service at the end of your approved leave period, the University will deem leave beyond the currently approved period as a resignation of your current appointment. All rights and privileges associated with your current position will be revoked, including tenure.

If your leave involves an appointment with an outside entity, you will meet the expectations outlined in the Research/Instruction/Engagement Leave Procedures or seek approval for an alternate arrangement. For intellectual property, in accordance with University Policy I.A.1, you will follow the following guidelines:

1. Any intellectual property owned by Purdue prior to the engagement in a R/I/E Leave of Absence ("Background IP") will continue to belong to the University
2. New intellectual property created during the engagement in a R/I/E Leave of Absence shall be owned by Purdue University and shall be administered in accordance with Purdue's Intellectual Property Policy.
3. If Purdue and an outside entity jointly contribute to the development of new intellectual property during the engagement in a R/I/E Leave of Absence, then both parties shall jointly own the intellectual property ("Joint IP").

Please ensure that your leave paperwork is complete, and that you work with Sponsored Programs Services to develop plans to manage any currently funded grants or contracts before leaving campus for your leave.

Sincerely,

Head/Associate Dean/Dean – whoever is negotiating with the faculty member

Agreed: Faculty member's name and signature

Template leave agreement letter for paid R/I/E leaves:

Dear Professor [name],

You will be on [full or partial] paid leave from [date] to [date] for [purpose]. [statement as to how the leave helps the dept/college/univ].

While on paid leave, your rights and privileges will include serving as an advisor and graduate committee member and continuation of your Purdue career accounts to facilitate your discovery and learning activities. You [will/will not] be allowed to continue as a PI on grants and contracts, assuming approval by your funding agencies. Your rights and privileges [will/will not] include participation in promotion and tenure processes or other Departmental, College, or University committees. [consider any special circumstances for rights and privileges that relate to this faculty member's work.]

As this is a paid leave, you will be compensated during your leave period and receive benefits. You [will/will not] be eligible for consideration for promotion [and tenure if applicable] during this period. You [will/will not] be considered for annual raises during your leave period. We have reviewed your [appointment letter/agreement/contract] with [outside entity] and have concluded that your appointment there does not violate any university policy. It is your responsibility to inform Purdue of any changes to the terms and conditions of your appointment at [outside entity].

On or before [date], you will notify me in writing of your intention to return full-time to Purdue faculty. [Alternately you can discuss the potential of staying on leave with me./No extension of this leave beyond [date] will be considered.] If you decide to return full-time, your rights and privileges that attend your current appointment will be restored to you effective your return date and there will be no break in your service. You will be eligible to receive university benefits in accordance with university policies and the plans that are in place at the time of your return. [If we determine that an extension of this leave is necessary and mutually beneficial, all paperwork must be processed before the end of your current approved leave. Please allow up to 1 month for processing after we have worked out the details of extending your leave.]

If you fail to inform me of your intention regarding your return on or before [date] or you do not return to full-time service at the end of your approved leave period, the University will deem leave beyond the currently approved period as a resignation of your current appointment. All rights and privileges associated with your current position will be revoked, including tenure.

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