

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

1. R/I/E leaves are 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 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 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 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 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 year or longer, complete the template leave agreement letter with your department head (see following page).
 - c. Reading, agreeing to, 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/iib1.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 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/iib2.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
- d. Uploading all of these documents into SuccessFactors. In SuccessFactors, also identify:
 - i. Dates of leave
 - ii. If you are traveling internationally, and the primary country while on leave
 - iii. Locations on leave
 - iv. Working with your business office, identify compensation and account numbers
 - 1. Note: for unpaid leave, an account number is needed for coverage of fringe benefits.
- 3. Department head reviews 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 \geq one year.
 - b. Department head provides some comment in SuccessFactors related to the review criteria, acknowledgement of correct account numbers, and how the department will handle coverage of campus duties while the faculty member is on leave.
- 4. Dean, or designee, reviews leave request in SuccessFactors.
 - a. The same general review criteria used by department heads apply.
- 5. SuccessFactors leave request routes through Leaves of Absence Coordinator in Human Resources (Cynthia Stephens) for review of administrative issues including eligibility.
- 6. SuccessFactors leave request routes through the Senior Director of Sponsored Program Services (Ken Sandel) for review of funding and possible constraints.
- 7. Associate vice provost for faculty affairs (Lisa Mauer) conducts final review of leave request in SuccessFactors.
- 8. Upon completion of leave and return to campus, faculty member provides a report of the leave accomplishments to his/her Department 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 approve. Please monitor the leave request and watch for comments.

Template leave agreement letter:

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/will not] receive benefits and [will/will not] receive retirement contributions 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.

Please ensure that your leave paperwork is complete, that you have agreed to the intellectual property assignment policy, 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