



**SIMON FRASER UNIVERSITY
Policies and Procedures**

Date
September 26, 2001

Number
A 31.02

Revision Date
July 1, 2006

Revision No.
A

Study Leave

Policy

1. The purpose of Study Leave is to provide faculty members with an extended period of time uninterrupted by teaching or service responsibilities during which they will enhance and increase their knowledge of and expertise in their disciplines so as to enhance their abilities as scholars and teachers.
2. Study leave is a privilege which is granted in accordance with the policies and procedures outlined herein.
3. Study leave is seen to be to the mutual advantage of both the individual faculty member, who broadens his/her research experience, and the University, which subsequently benefits through the enhanced quality of teaching and research.
4. Study leave is available to tenured faculty members whose performance has been assessed as satisfactory in recent biennial salary reviews preceding the date of application and who have submitted a study leave proposal which appears likely to enhance their research and teaching in the future. Also, faculty members who have previously had a study leave must demonstrate that the previous study leave contributed to their performance as scholars and teachers.

Procedure

1. Eligibility

1. Faculty members holding appointment without term are eligible to apply for study leave when they have taught at Simon Fraser University for the required number of semesters (as noted in Section 2.) before commencement of the leave. A twelve month period as University Research Professor shall count as two teaching semesters and one research semester. In addition, at the time he/she approves a leave of absence, the Dean may grant credit towards study leave for all or part of a leave of absence. Faculty members receive one study leave credit for each teaching semester. Faculty members are eligible to apply for study leave when they have accumulated the number of study leave credits required for their preferred study leave option. Study leave credits may be accumulated up to a total of 16.
2. Where a faculty member has been on maternity or parental leave during a teaching semester, the semester may be counted towards a study leave. Up to two such semesters can count towards an Option A, B or C study leave and up to one semester toward an Option D or E study leave.
3. A "teaching semester" is one in which at least one regular course has been taught, not through any courses taught as a Sessional Lecturer appointment. Notwithstanding this, up to two semesters in which teaching has been bought out with funds from a research grant or contract may be counted towards Option A, B, or C study leaves and up to one semester towards Option D or E study leaves.

4. Faculty members who do not have an appointment without term may also apply for study leave. In this case, approval of the leave shall be conditional on the faculty member being granted tenure prior to the start of the leave.
5. Credit for up to four full teaching semesters at other institutions may be used towards the first study leave at Simon Fraser University. For service at the University of British Columbia, the University of Victoria, and the University of Northern British Columbia, one year of service will count as two teaching semesters of service at Simon Fraser University. For all other institutions, two years of service will count as two teaching semesters of service at Simon Fraser University. Furthermore, service must have been over continuous years immediately preceding the appointment of the faculty member at Simon Fraser University, and no study leave or other leave with pay may have been taken at the other institution during the period proposed for transfer of credit.
6. No faculty member may commence study leave while owing the University any part of a teaching semester.
7. A 13.04 determines the eligibility of Department Chairs for study leave.

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2. Study Leave Options

A faculty member may elect one of the following options for his/her proposed study leave when making written application in advance:

Option A - shall consist of 3 consecutive semesters of leave at 80%* salary after 12 study leave credits.

Option B - shall consist of 2 consecutive semesters of leave at 90%* salary after 12 study leave credits.

Option C - shall consist of 1 semester of leave at 100% salary after 12 study leave credits.

Option D - shall consist of 2 consecutive semesters of leave at 80%* salary after 8 study leave credits.

Option E - shall consist of 1 semester of leave at 90%* salary after 6 study leave credits.

***Effective Sept. 1, 2002, the first study leave after an assistant or associate professor is granted tenure at SFU will be at 100% regardless of the option selected. This provision does not apply to Full Professors or to faculty members appointed with tenure.**

Study leave may be taken consecutively with earned research semester(s) for a total of four semesters. Only in exceptional cases may a faculty member be granted a consecutive combination of research and study leave semesters in excess of four.

Study leaves will not affect the number of research semesters accrued by a faculty member.

3. Faculty Responsibilities

1. During the period of study leave, the faculty member shall remain employed by, and accountable to, Simon Fraser University. The University may, upon application by the faculty member to the President's Research Grant Committee, award a University-funded

Study Leave Research Grant (R 10.03) provided the total for salary and research grant does not exceed the reduced salary granted under the selected option.

2. Additional outside earnings in the form of research awards, scholarships or stipends which do not prescribe or imply employment with or services for the granting institution may be accepted, providing that the faculty member gives advance written notice of such awards to the Department Chair.
3. Remunerative employment e.g. a part-time teaching or research appointment related to the purpose of the leave, and not compromising the primary objective of study leave which is to free a faculty member so that he/she may concentrate on scholarly pursuits, may be accepted when full details are first disclosed to and approved by the Department Chair according to A 30.04.
4. Faculty members are expected to undertake at least two further scheduled teaching semesters at Simon Fraser University subsequent to a period of study leave. In making an application for study leave each faculty member will enter into an agreement undertaking to return to the service of the University for these two semesters after completion of leave. If the faculty member fails to return and fulfill this obligation, he/she shall be required to refund all or part of the financial assistance received from the University.
5. After returning from study leave, each faculty member will provide, as part of the documentation for the next biennial salary review, his/her Chair with a report of activities and achievements during the period of leave. The Department Chair will supply a copy of this report to the Dean of the Faculty, the Vice-President, Academic and the President.

4. University Responsibilities

1. The University will continue its full contribution to all benefit plans during the period of his/her study leave. Group life insurance, long-term disability and pension contributions shall be based on the faculty member's nominal rather than reduced salary.
2. Time spent on study leave will not affect the consideration of a faculty member for promotion or regular salary review.

5. Start of Study Leave

1. Study leaves commence at the start of a semester.

6. Method of Application

1. Written application for study leave must be made on the form attached as Appendix 1 by 1 October, 1 February and 1 June to the Department Chair for leaves commencing the following September, January and May respectively. The application shall include the purpose of the leave and an outline of the activities to be undertaken during the study leave. Applications may be considered earlier where there are special reasons for doing so.
2. The Department Chair in deciding whether or not to support a leave application must ensure that the department's teaching and other academic responsibilities can be maintained.
3. The Department Chair shall forward the application, with his/her recommendation, to the Dean of the Faculty, and will send a copy of his/her recommendation to the applicant. The faculty member may submit his/her comments directly to the Dean.
4. The Dean shall review the application and if he/she supports it, shall forward a recommendation to that effect to the Office of the Vice-President, Academic.
5. If the Dean does not support the application, he/she will send a copy of his/her recommendation to the applicant, who may make an additional submission to the Study Leave Advisory Committee.

6. The Study Leave Advisory Committee is composed of the Deans of the Faculties, the Dean of Graduate Studies, and chaired by the Vice-President, Academic. The Committee shall make recommendations on applications that do not have the support of the Dean to the Vice-President, Academic and these recommendations will be communicated to the applicant and the Department Chair.
7. The Vice-President, Academic shall be responsible for deciding whether or not an application is approved, and shall advise the applicant accordingly.
8. Once a study leave application has been approved by the Vice-President, Academic, the Dean may approve:
 - * -requests for changes of dates of up to one year, and
 - * -requests for change in option.
 - * -Copies of the approvals of such changes must be sent to the applicant, the Chair, the office of the Vice-President, Academic and to Payroll.

Appendix 1

Study Leave application form may be downloaded here (pdf format).