

### 2.3.2 Voluntary Leaves, Not Including Scholarly or Family/Medical

According to the *Faculty Handbook*, 2.13.2.2, "For those leaves of absence that are not legally mandated, full-time faculty may obtain a personal leave of absence with the consent of the department chairperson, recommendation of the Dean of the School and approval of the Provost and president. A personal leave of absence is granted, upon request, for an academic term or year and can be formally renewed up to a maximum of an additional academic year." This provision applies to leaves no less than an academic term, yet there are occasions in which faculty desire to take leave of a single course with a 1/6 reduction in pay.

This form of limited, unpaid leave is sometimes desirable for individuals and/or departments but is not sanctioned by the *Faculty Handbook*. Faculty who hold full-time status are expected to fulfill those commensurate responsibilities. Under the section, "Faculty Workload," the *Handbook* (2.11) specifies that, "in accepting a letter of intent or contract, each ranked faculty member agrees" to "devote their full-time and best efforts during the periods of their appointment so performing the specified duties in their letters of appointment...The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually," which has been interpreted to mean 6 courses in an academic year.

The ranked faculty member who desires to retain full-time status and work less than full-time for personal, non-medical/family leave, and non-scholarly reasons and is not on reduced services or phased retirement may be allowed to do so under the following conditions:

1. Tenure has been achieved;
2. The reduction in teaching load is voluntary;
3. The reduction is approved by the appropriate department chair/program director, dean, and the provost;
4. The reduction does not occur beyond two consecutive academic years;
5. Implications regarding service obligations and time accrued for sabbaticals and promotion are explicitly written at the time a leave is granted.

Requests for a reduced load should be made to the Dean by March 1 for the following academic year. Faculty are encouraged to contact Human Resources regarding the salary and benefit implications of course reduction.

Approved by the Council of Deans, reviewed by the Faculty Welfare Committee, and presented to the Academic Senate on March 22, 2012. Included in AA Protocols October 25, 2012.