

## BINGHAMTON UNIVERSITY REQUEST FOR A TITLE F LEAVE

Name	_____		
School/Department	_____		
Year(s) of Requested Title F Leave	_____		
Duration of Requested Title F Leave	_____	Fall semester	
	_____	Spring semester	
	_____	Academic year	
	_____	Other ( _____ )	
Compensation Requested During Leave	_____	Full salary	
	_____	Reduced salary (\$ _____ )	
	_____	Without salary	

Please attach to this form a statement of the purpose for which the leave is requested and its values to you and to the University.

### **The State University of New York Policies of the Board of Trustees**

#### Article XIII

##### Title F. Other Leaves

##### § 1. Approval.

- a. Other Leaves for Academic Employees. The chief administrative officer may grant other leaves of absence for employees at full salary or reduced salary, or without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be reported to the Chancellor. The Chancellor may require submission of such leave requests by an institution for his approval when he deems it in the best interest of the University.
- b. Leaves of Absence for Professional Employees and Other Professional Staff. The chief administrative officer may grant other leaves of absence for employees at full salary or reduced salary, or without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be reported to the Chancellor. The Chancellor may require submission of such leave requests by an institution for his approval when he deems it in the best interest of the University.

§ 2. Application. Applications for such leaves of absence shall be made to the chief administrative officer. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its values to the applicant and the University.

§ 3. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

### **Faculty-Staff Handbook**

#### IV.B.2. Leave of Absence (Title F Leave)

The University encourages faculty to seek fellowships and similar awards that will enhance their credentials and promote their research and scholarship in the belief that such awards reflect favorably upon the institution and its community.

The President may grant leaves of absence, also known as Title F Leaves, for purposes of professional development or for other purposes consistent with the needs and interests of State University. The President may approve of such

leaves at partial salary -- for full salary applications, the final approval must be given by the Chancellor. This is usually done to support faculty who have obtained fellowships; however, the University is under no commitment to provide any faculty member a leave at partial salary or to make up the difference between salary plus fringe benefits and the amount of the fellowship. In short, no faculty member is entitled to the difference between regular compensation and fellowship income as a matter of right. A faculty member applying for a fellowship or similar award should inform the appropriate dean or director before submission of the application. This will allow sufficient time to discuss possible arrangements with the sponsor regarding the transfer of funds to a University account that will allow for no interruption in salary and benefits. The University will make every effort to ensure that no faculty member who receives a fellowship or similar award is disadvantaged financially in accepting it.

Each application should include a detailed statement of the purpose for which the leave is requested, its anticipated duration, and its value to the applicant and the University. Application for leave of absence for Harpur College faculty should be submitted with four (4) copies. The department chair, keeps one and forwards the remaining three, with recommendations, to the dean. This process is repeated with the Provost, so that the original arrives on the desk of the President with all endorsements. For units other than Harpur College, an original plus three (3) copies are submitted to the dean or director, who follows the above procedure for forwarding.

Once a leave has been approved, the same procedure must be followed to make changes.

A request for a leave of absence without pay or with partial pay by a faculty member whose mandated personnel action is scheduled to take place during the period of the anticipated leave may be accompanied by a request for an extension of the current appointment corresponding to the length of the leave. Should the leave request be approved, the extension will also be approved unless circumstances dictate otherwise. (Deans/directors will include the extension of appointment on the transaction form prepared for the leave.)

Any faculty member who does not return from a leave with full or partial pay for at least one additional year of employment may be expected to remit to the University any salary paid by the University while on leave, or to arrange for a new employer to reimburse the University for such salary.

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I have read the statements on Title F leaves from both the *Policies of the Board of Trustees* and the Binghamton University *Handbook for Faculty and Professional Staff*. I believe I meet the conditions for eligibility and agree to meet and fulfill all other responsibilities of a Title F leave if the leave is granted.

	Applicant's Signature	Date
<input type="checkbox"/> approve <input type="checkbox"/> disapprove	Chair's Signature	Date
<input type="checkbox"/> approve <input type="checkbox"/> disapprove	Dean's Signature	Date
<input type="checkbox"/> approve <input type="checkbox"/> disapprove	Provost's Signature	Date
<input type="checkbox"/> approve <input type="checkbox"/> disapprove	President's Signature	Date