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Leave Policy

Art History Department, University of Illinois at Chicago

The Art History Department is committed to furthering the scholarly careers of its faculty; to this end the pursuit of fellowships and grants is enthusiastically supported and every effort made to accommodate research activities. At the same time, the department and the university have a statutory responsibility to maintain a strong, stable faculty-in-residence, available to participate in a wide variety of teaching, research and service activities within the university and the larger community.

Educational leave normal involves engaging in research or study funded by a fellowship, grant, or the faculty member. The general criterion for a leave to be considered educational, and hence covered by university and department policy, is that its primary purpose increase the faculty member's contributions to the university. A leave of absence to accept a teaching or administrative position at another institution, or a job in private industry or government, will be considered a personal leave. A visiting appointment at another institution requiring teaching and/or research activities may be considered an educational leave.

For nationally prestigious awards which are distinguished both by their competitiveness and by the honor they bring the university, every effort will be made to make up the difference between the amount of the external award and the individual's expected salary during the leave period. In deciding to offer such assistance, the Chair and the Executive Committee will consider the impact of the proposed leave on the department, the significance of the proposed leave activity to the university, and equity among other comparable awards as may be offered to other faculty during the proposed leave period.

All other things being equal, junior faculty will be given priority, and funding from either outside sources or internal ones such as the Institute for the Humanities and Great Cities will be favored over sabbaticals which can be postponed if necessary. Ideally no more than two one tenure-track or tenured faculty members should be away in any given semester. Leaves for longer than two successive semesters require written justification and are generally not encouraged. Any leave granted for more than one year in length will require written justification with approval and endorsement by the chair and dean as these leaves require prior approval from the Provost. No faculty member will be allowed to take leave for more than four semesters within any six year period.

With the exception of internal support such as the Institute for the Humanities and Great Cities, funding from other agencies is expected to return at minimum funds sufficient to maintain the teaching, and if possible, service and advising activities of the absent faculty member. In some cases, variations in teaching or service load may be negotiated to compensate for meritorious fellowship opportunities that are severely underfunded. Unless explicitly prohibited by the terms of an outside granting agency,

faculty on leave are expected to maintain their advising and mentoring responsibilities with graduate students working directly under them. In any case faculty members are responsible for making alternative arrangements for advising in their absence.

Notice of intent to apply for leave should be made to the Chair and Executive Committee no later than the first day of classes in the fall term. All such leaves should be at least one semester in duration. The Chair and Executive Committee will prioritize requests for leaves based on the criteria outlined above and on the department's financial situation. Once permission to apply for leave has been granted, it is the responsibility of the applicant to notify the Chair promptly on learning that a fellowship has been awarded and that he or she intends to accept it, in order to allow time to find highly qualified replacement faculty. Leave requests requiring the Chair's signature should be submitted in a timely fashion with two weeks notice and should include the complete proposal. The Chair and Executive Committee will prioritize requests for leaves based on the criteria outlined above and on the department's financial situation. All requests for educational leave are to be submitted to the Chair and Executive Committee in a timely fashion, recognizing the lead-time necessary to examine the department's financial situation and find highly qualified replacement faculty. Notice of intent to apply for leave should occur well before the Chair is required to sign release statements. All such leaves should be at least one semester in duration. It is the responsibility of the applicant to notify the Chair promptly on learning that a fellowship has been awarded and that he or she intends to accept it.

It is understood that anyone who takes leave will return as a full-time member of the faculty for at least the equivalent time period of the time off taken for the leave.

Faculty who accept funds for research and writing are expected to mention UIC and the department in publications resulting from a leave.