



University of Chicago Crown Family School of Social Work,
Policy, and Practice
FACULTY RESEARCH LEAVE PROGRAM
December 8, 2023

PURPOSE

The Faculty Research Leave is designed to give eligible faculty members an extended period free from the usual responsibilities of teaching and service so that they may pursue their scholarship with greater intensity, bring projects to fruition, travel more extensively for research, and embark upon new lines of inquiry. While they are on leave, faculty members are expected to continue to advise and respond timely to their graduate students.

POLICY

Full-time tenured Associate Professors and Professors whose primary appointment is in the Crown Family School will be eligible to receive a Faculty Research Leave (FRL) after serving the equivalent of six years full-time in residence at the Crown Family School, meeting their allocated teaching, research, and service responsibilities. Faculty will be eligible for an FRL no sooner than the seventh year after a return from a previous research leave.

An FRL may either be granted for one full academic year or one half academic year. For a full academic year FRL, the faculty member earns one-half their regular 9-month salary and will be excused from the regular four-course teaching requirement. For a one half academic year FRL, the faculty member earns their full 9-month salary and will be excused from teaching two of the regular four required courses. Faculty applying for a full-year FRL may supplement the half salary coverage provided by the Crown Family School with extramural support during the proposed FRL year. An FRL will not be granted for longer than one academic year. For faculty with joint appointments, FRL requirements and resources will be correspondingly scaled based upon the proportion of that faculty member's salary provided by the Crown Family School. In such cases, FRL's will be arranged in consultation with other University units through which that faculty member also receives salary support.

It is the responsibility of the faculty member to propose a plan of scholarly activity for the proposed FRL to the Deputy Dean for Faculty Development, in consultation with the Dean and Deputy Dean for Curriculum. This plan must ensure that the FRL does not disrupt academic programs and academic governance. An FRL is not granted automatically. The faculty member must provide a formal written request for such a leave to the Deputy Dean for Faculty Development, who in close consultation with the Deputy Dean for Curriculum and the Dean of the School, shall review the request and determine whether the proposal supports the faculty member's scholarly advancement, and the curricular and other needs of the School. The Dean shall review and approve all FRL's in accordance with the guidelines described here. Per policy, approval from the Office of the Provost is also necessary.

Faculty members must return to full-time in-residence service, meeting their allocated teaching and administrative responsibilities in the School, for at least the equivalent duration of time taken for the FRL. Upon completion of the FRL, the faculty member shall submit to the Dean and the Deputy Dean for Faculty Development a report of the activities and results of the leave within 90 days.

ELABORATION

ALLOCATED TEACHING AND SERVICE RESPONSIBILITIES

Faculty eligible for a Faculty Research Leave will have taught and provided service equivalent to six years full-time in-residence at the Crown Family School, prior to the start of each FRL. Each year, a faculty member should submit course requests for the following academic year to the Deputy Dean for Curriculum in order to achieve these eligibility marks. Coursework that is credited by extramural sources may count toward the overall course total to achieve the six-year full-time equivalency. When necessary, the Deputy Dean of Curriculum may require a faculty member to teach a different class, shift quarters, or make other adjustments to ensure that the required A. M. and Ph.D. curriculum is satisfactorily offered to Crown Family School students. Such processes will give the School the institutional capacity to rationalize teaching where necessary, and thus support the FRL program.

SERVICE TOWARD ELIGIBILITY

Credit toward the Faculty Research Leave time-in-residence eligibility requirement continues to accrue during a Family and Medical Leave Act (FMLA) leave (including medical/sick leave, childcare leave, and care giver's leave) and during Parental Leave. Eligibility does not accrue during other leaves of absence.

APPOINTMENTS AT OTHER INSTITUTIONS

Visiting Professorships or Fellowships for the express purposes of supporting the planned FRL scholarly activities are permissible with approval from the Dean and the Office of the Provost. Faculty may not accept a non-visiting appointment at another university during a Faculty Research Leave.

FACULTY BENEFITS

Crown Family School contributions to faculty STAR accounts continue through an FRL period. Family educational benefits, Group health and life insurance plans will be continued during FRL, unless specifically canceled by the faculty member. Should group health or life insurance plans be interrupted during FRL, it is the responsibility of the faculty member to initiate re-enrollment in such plans upon the leave's completion. Resumption of health and life insurance coverage may require proof of continuous coverage or recertification of insurability. Faculty members wishing to discontinue insurances are advised to speak with the Benefits Office in advance of their leaves.

For each month the faculty member receives full salary from the University, retirement plan contributions will continue as usual. For each month in which the salary received from the University is one-half of the faculty member's full salary, contributions will continue based on the one-half full salary rate.

APPLICATION

Faculty members who wish to take a Faculty Research Leave in the following year must submit an application to the Deputy Dean for Faculty Development, with cc's to the Dean and Deputy Dean for Curriculum, no later than **January 1 prior to the proposed academic year for the FRL.**

The application must be accompanied by a statement of a well-considered plan for the FRL that includes its significance as a contribution to the scholarly advancement of the faculty member and the field, and the best interest of SSA and the University of Chicago. The application should specifically address (a) the faculty member's research plans during the FRL, including the management of research staff or other logistical matters likely to impact the Crown School; (b) the impact of the Faculty Research Leave on the School's curriculum and other responsibilities; and (c) the steps the faculty member proposes to maintain contact with student advisees during the FRL. The Dean and Deputy Dean may, at their discretion, require further written elaboration of the faculty member's plans.