

FACULTY REQUEST FOR PERSONAL OR PROFESSIONAL LEAVE

Requests for personal or professional leave (other than Faculty Development Fellowships¹) include the following steps:

- 1) Faculty member completes request form, then submits to Department Chair/School Director and Dean for review and approval.
- 2) Approved form is submitted to Candice Batton, AVC for Faculty Affairs (cbatton@unomaha.edu) for review and approval by Senior Vice Chancellor and Chancellor.
- 3) Following campus approvals, request is advanced to Provost for final review and approval by President.
- 4) AVC Faculty Affairs notifies dean and department chair/school director of leave decision (including leave type, start date, and duration for approved leaves) and assists as needed with the implementation of the approved leave and implications (e.g., faculty workload, compensation, etc.). Information about approved leaves (i.e., leave type, start date, and duration) is also communicated to the UNO Benefits Coordinator.

NAME: _____

NUID: _____

DEPARTMENT: _____

Leave Type Requested

_____ Professional Leave without Pay: Pertains to leaves for professional development, public service, and visiting professor appointments at other institutions where visiting institution handles compensation and/or benefits. Can be for up to 12 months with the possibility of extension. University does not provide compensation or contribution to fringe benefits programs during leave period. Partial leaves may be possible. (See CBA, section 3.9.1.3 for more information.)

_____ Professional Leave with Pay: Pertains to academic leaves where some portion of compensation and benefits is provided by UNO (e.g., Intergovernmental Personnel Act (IPA) agreements). Can be for up to 12 months with the possibility of extension. (See Board of Regents By-laws, 3.4.3.1 for more information.)

_____ Faculty Assistance for Doctoral Study: Pertains to faculty pursuing doctoral study. Provides half-pay for one year of full-time doctoral study. Must have held full-time faculty appointment for six (6) consecutive years to be eligible. (See CBA, section 3.9.1.2 and Board of Regents Policies RP-4.2.2 for more information.)

_____ Personal Leave: Faculty can request personal leave without pay for up to 12 months with the possibility of extension. University does not provide compensation or contribution to fringe benefits programs during leave period. (See CBA, section 3.9.2 for more information.)

Anticipated Leave Dates

Start Date: _____ End Date: _____

A rationale for the leave request must accompany the request form and should include the leave dates requested, a brief rationale for the basis of the leave, and any other information pertinent to the leave request.

Faculty Member (Signature)

Date

¹ Faculty Development Fellowships are requested through a process coordinated by the colleges and Academic Affairs in Sept/Oct of each academic year. (See CBA, section 3.9.1.1 for more information.)

Review and Approval of Personal or Professional Leave Request

Faculty personal and professional leave requests² must be reviewed at the unit and college levels before being advanced to Academic Affairs. Following the dean's approval, route request to Assistant Vice Chancellor for Faculty Affairs, who coordinates remainder of review and approval process (i.e., Senior Vice Chancellor, Chancellor, President). Final leave determination will be sent to the faculty member with a cc to the Dean and Department Chair or School Director. Copies will also be sent to the Director of Academic Budget, UNO Benefits Coordinator, and college business manager. The leave request and final determination is also added to the personnel file.

Department Chair / School Director

- Recommendation: _____ Approve _____ Not Approve
- Signature: _____
- Date: _____

Dean

- Recommendation: _____ Approve _____ Not Approve
- Signature: _____
- Date: _____

Senior Vice Chancellor for Academic Affairs

- Recommendation: _____ Approve _____ Not Approve
- Signature: _____
- Date: _____

To be completed by AVC Faculty Affairs:

Chancellor: _____ Approve _____ Deny Date: _____

President: _____ Approve _____ Deny Date: _____

Approved Leave Information:

_____ Professional Leave without Pay (e.g., visiting professor, public service appointment)

_____ Professional Leave with Pay (e.g., IPA)

_____ Faculty Assistance for Doctoral Study

_____ Personal Leave without Pay

Start Date / End Date: _____

Duration: _____ Leave FTE: _____

Faculty Notification Date: _____

² Faculty Request for Personal or Professional Leave form drafted by Candice Batton, Assistant Vice Chancellor for Faculty Affairs, in collaboration with UNO Benefits Manager, October 2022; finalized with AAUP approval, November 2022.