

Rule R6-314B: Administrator Leave for Administrators with Tenure-line or Career-line Faculty Appointments.

Revision 0. Effective date: April 9, 2024

- I. Purpose and Scope** 1
- II. Definitions** 2
- III. Rule**..... 2
 - A. Eligibility and Compensation 2
 - B. Purpose and Procedures 3
 - C. Benefits During Administrator Leave 3
 - D. Obligation to Return to the University 3
- IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources** 4
- V. References** 4
- VI. Contacts** 4
- VII. History** 5

I. Purpose and Scope

A. Purpose. To define and outline administrator leave for administrators with tenure-line or career-line faculty appointments. Administrative leaves for administrators without a tenure-line or career-line faculty appointment are governed by Policy 5-202.

- B. Scope. This rule applies to administrators with tenure-line or career-line faculty appointments who are appointed in one of the following administrative positions: department chair or equivalent, library director, assistant dean, associate dean, dean, assistant vice president, associate vice president, vice president, and executive vice president.

II. Definitions

The definitions provided in Policy 6-314 apply for this rule.

- A. "Base Salary" is defined in Policy 5-403.

III. Rule

A. Eligibility and Compensation

1. Administrators, in qualified administrative positions, with tenure-line or career-line faculty appointments are eligible to request a one-semester administrator leave at full Base Salary after three years of consecutive administrative university service, or a one-year administrator leave at full Base Salary after five or more years of consecutive administrative service.
2. Administrator leave under this rule will be allowed only if no other administrator or sabbatical leave with pay or with partial pay has been taken during the preceding three to five-year period, depending on the length of the leave requested.
3. Administrators who have served for three years, and who prior to beginning the administrative position had accumulated at least six years of service since a previous sabbatical leave or since hire, in lieu of one semester of leave at full Base Salary may take a full year of leave at 95% Base Salary.
4. In no case may eligibility for sabbatical and eligibility for administrator leave be combined to provide more than one year of leave.
5. In no case does credit for sabbatical and administrator leave accrue simultaneously.

B. Purpose and Procedures

1. Generally, the purpose of an administrator leave is for research reinvigoration and renewal, skills development, and/or other activities supporting the mission of the unit or the University.
2. A request for administrator leave shall be submitted in writing, including plans for the leave, to the individual's immediate supervisor who shall forward it, with a recommendation for its disposition, through regular administrative channels to the Board of Trustees for final approval. A request form is available below.
3. Applications by faculty members holding a shared or joint appointment in more than one academic unit are subject to the recommendations from each immediate supervisor.
4. When an administrator leave is taken, the calculation of the required years of Academic Service for a future sabbatical or administrator leave begins at the conclusion of the administrator leave.

C. Benefits During Administrator Leave

1. To the extent permitted by law, personnel on administrator leave will be regarded as in an active university employment status for purposes of university benefits and continue to receive and accrue such benefits under applicable university policies as if they were in active university service, except that payments for insurance premiums and retirement contributions that are related to the employee's compensation are based upon actual payments made by the university during the period of the leave and not upon the budgeted salary for the position. Subject to legal restrictions, the individual may arrange with Human Resources for personal payment of additional amounts, if necessary, to maintain full insurance and retirement benefits during the period of the leave.

D. Obligation to Return to the University

1. The recipient of an administrator leave must agree to return to the service of the university at the end of the leave for a period of time at least equal to the length of the leave. If the recipient does not return or returns for a shorter period of service than required under this regulation, the university is entitled to a proportionate refund of the compensation paid by the university during the administrator leave. Upon a determination that the enforcement of this obligation will create an extreme hardship or would be seriously inequitable, the president may waive the requirement for a refund in whole or part. For the purpose of this paragraph, "compensation" includes salary plus all payments from university funds for benefits.
-

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 6-314: Leaves of Absence for Faculty

B. Procedures, Guidelines, and Forms.

1. Faculty Leave Request Form

C. Other Related Resources. [*reserved*]

V. References

A. [*reserved*]

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty (Academic Affairs) and the Associate Vice President for Faculty (Health Sciences)
- B. Policy Officer(s): Executive Vice President for Academic Affairs and Executive Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0.
 - 1. Approved by -- Academic Senate April 1, 2024, and Board of Trustees April 9, 2024, with effective date of April 9, 2024.
 - 2. Legislative History
 - 3. Editorial Revisions
 - a. Editorially revised August 25, 2025, to change title from senior vice president to executive vice president.