



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.12: Faculty Leave of Absence**

**DATE:** April 19, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach in handling faculty leaves of absence.

**REVIEW:** This OP will be reviewed in March every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by April 15.

**POLICY/PROCEDURE**

1. The Board of Regents may grant faculty development leaves of absence for study, research, writing, field observations, or other suitable purposes, under conditions allowable by the state of Texas ([See Section 04.05.1, Regents' Rules](#)).
2. The maximum leave that can be approved is for one academic year, and a leave of absence normally will not be granted for a period of less than a full semester ([Section 661.909, Texas Government Code](#)).
3. Such leaves will not jeopardize a faculty member's participation in benefits available by or through the institution or the state to faculty members ([Section 04.05.2, Regents' Rules](#)).
4. The following procedure is to be used for requests for leave of absence:
  - a. The applicant will submit a completed *Application for Official Leave of Absence* (see Attachment) to the department chair, allowing sufficient time for the Board of Regents' approval before the proposed leave of absence.
  - b. The department chair's recommendation should be noted on the *Application for Official Leave of Absence* then forwarded to the dean. Other relevant information may be attached.
  - c. The dean should note her/his recommendation on the form and forward it to the PVPAA. Other relevant information may be attached.
  - d. The PVPAA forwards her/his recommendation to the president, specifying the purpose of the leave of absence, applicant's rank/position, specific beginning and ending dates of the requested leave, and location of the leave.

[Reviewed with no changes: April 18, 2018]

- e. If the president recommends the leave of absence, a motion will be forwarded to the Board of Regents for its approval. The PVPAA notifies the applicant of the president's recommendation by letter, including copies to the dean and department chair.
  - f. The Office of the PVPAA notifies the applicant of the Board of Regents' decision by letter, with copies to the president, dean, and department chair as well as to Human Resources.
5. Faculty development leaves for which funds are provided through the university faculty development program are processed through a separate procedure (See [OP 06.10](#)).
  6. A faculty member who receives a leave of absence will be obligated to return to the University for one academic year. Time spent on leave of absence will not apply toward the minimum years of experience at Angelo State University that are required for nomination to tenure or promotion.

Attachment: [Application for Official Leave of Absence](#)