Faculty members holding tenured or tenure-track appointments in the Maxwell School of Syracuse University follow policies on research leave equivalent to those in the College of Arts and Sciences. Faculty are eligible for leave after eight semesters of regular teaching, research and service. By University policy, research leaves are granted for the purpose of facilitating scholarly research, study, or other creative activity.

Within the Maxwell School, faculty members who desire research leaves should first consult with their department chairs. The chairs balance the teaching needs of the department against the number of research leaves, faculty buyouts, faculty vacancies, upcoming administrative leaves, and contractual release time for non-tenured faculty members that in the aggregate may impinge on the delivery of undergraduate and graduate curricula. The chairs should consult with the dean’s office before making final decisions on leave priorities.

Once the applications have been processed and acted upon within the department, it is forwarded to the Maxwell Dean’s office. The dean forwards the research leave applications to the Scholarship and Research Committee in the Maxwell School; the committee examines the leave applications and makes a leave recommendation on each applicant to the dean. The dean in most cases endorses the committee’s recommendations and forwards them to the Vice Chancellor for a final decision. The Vice Chancellor’s Office will issue a letter to the faculty member about the terms of his or her leave. When either the research leave committee or the dean denies the leave, the dean will explain to the relevant department chair the reason that the committee or the dean denied the application.

Applications should be made sufficiently in advance to allow processing and to enable convenient rearrangement of the teaching and research programs. Ordinarily, applications for research leave for fall semester of the next academic year – or for the entirety of the next academic year – should reach the Maxwell dean’s office by late September of the current academic year and some time before the end of January for spring semester leaves to begin the following January. (The exact deadlines vary somewhat each year.) Leave recommendations are forwarded to the Vice Chancellor for Academic Affairs by November 15 and March 15, respectively, and are presented to the Board of Trustees.

**Administrative Leaves**

Administrative leaves may be granted for a variety of purposes, including government service and after significant periods of time spent serving in an administrative capacity within the

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1 Non-tenured faculty in the Maxwell School who are hired for their first faculty positions by Syracuse University receive three courses of teaching release to be taken during their first four-years of service at Syracuse University. After two years of service and with the recommendation of the mentoring committee and approval of the relevant department chair, a faculty member may use two of the course releases in the same semester and apply for a one semester paid research leave with salary and benefits through the Maxwell School Research Leave process. A second semester of leave will require the non-tenured faculty member to have the support of the department and to fund their salary and fringe benefits while on the second semester of leave through external sources.
Maxwell School. Administrative leave is granted through the Maxwell Dean and University officers.

Other Leaves
Syracuse University grants leave for personal circumstances. These are governed by personnel policies and beyond the scope of research leaves. Faculty should consult with the Office of Human Resources and/or departmental chairs and college or school deans about personnel policies.

University Policy on Leaves of Absence (for your reference based on the Faculty Manual)
“Leaves of absence shall be scheduled within each department so that suitable and necessary arrangements can be made to ensure that the department’s teaching obligations are met. The Committee and the Dean carefully weigh the contributions that leaves will make to professional effectiveness and advancement and to the personal well-being of faculty members, as well as whether the leave is in the best interests of the School and University. Recommendations for leave shall be based on the estimated value and relative urgency of the leave, the length of time since the previous leave, the duration of the leave, and the anticipated disruption of teaching and other professional commitments. In reviewing the recommendations, the Dean shall also consider an equitable distribution of leaves in a given year throughout the School’s faculty. Leaves shall normally be for the duration of a semester or an academic year. Initial requests shall state whether a leave of more than one academic year is contemplated. Extensions of leaves shall not ordinarily exceed one year in addition to leave already held.

Faculty members who have served the University and the School for several years and who show unusual promise of using the leave to scholarly advantage may be recommended for a one-semester research leave at full pay with benefits, or for an academic year’s leave at half pay with benefits. Faculty may also apply for leaves without pay or benefits.

Leaves may be recommended and granted with or without salary and/or benefits. Faculty members on leave with pay may not accept other paid employment which would cause their income to exceed their Syracuse University base pay for a comparable period of time. They may, however, accept money from fellowships or grants for study, research, or travel without prejudice to their University salary so long as such acceptance carries no duties or obligations hindering the pursuit of the purpose for which the leave is granted and so long as those funds are used to meet research or study objectives and not to augment the salary of the faculty members on leave.

Faculty members on leave with pay shall be paid semi-monthly. In the case of leaves abroad, it is possible, where necessary, to arrange for full or partial salary advances.

Report on faculty leave
Within 30 days after they return from leave, faculty members shall submit a report to the Maxwell Dean and the Vice Chancellor for Academic Affairs. These comprehensive reports shall not detract from the importance of forwarding urgent and immediately useful information at once. Faculty members on leave assume an obligation to notify their dean promptly of any change of address.”