

FACULTY SERVICE EXPECTATIONS DURING LEAVES

INTRODUCTION

This policy delineates the purpose of leaves and the expectations and rationale for the suspension of service during faculty leaves, encompassing sabbatical, research, paid or unpaid administrative leave, paid or unpaid medical, and family leaves.

PURPOSE OF LEAVES

Sabbatical Leaves: These are leaves granted to faculty for the purpose of engaging in scholarly or professional development activities to enhance the academic excellence of Chapman University.

Leaves Without Pay: Granted under specific circumstances, these leaves allow faculty to address personal or family needs or to engage in endeavors outside their Chapman University roles.

Medical and Family Leaves: These leaves are provided to faculty members confronting their own or qualifying family member's health challenges, or for birth and adoption of a child, including baby bonding.

RATIONALE FOR NO SERVICE EXPECTATIONS FOR ALL LISTED LEAVES

Faculty on leave have no service expectations including (but not limited to) departmental meetings, convocation and commencements, event planning, etc. In addition, faculty are excused and prohibited from participating in any aspect of tenure and promotion reviews because evaluation of one's colleagues for tenure and promotion involves objectivity and consistently active participation in all aspects of the review processes.

Exceptions to the suspension of service obligations for faculty are made for:

- Faculty who are working with doctoral students
- Faculty who wish to cast their vote on governance documents that they have been involved with, such as Unit Criteria and By-Laws

Requests for participation in other service duties not contemplated in this policy will require the approval of the Provost.

OFFICE RESPONSIBILITY FOR POLICY

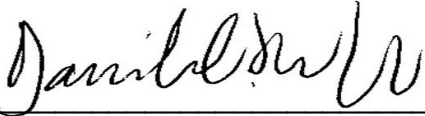
Office of the Provost
(714) 997-6826

WEBSITE ADDRESS FOR THIS POLICY

<https://chapman0.sharepoint.com/provost/SitePages/Resources.aspx>

WHO APPROVED THIS POLICY

Senior staff member submitting the policy: Norma Bouchard, Provost



President

11/29/23

Date

This policy supersedes any previous policies or guidelines related to Faculty Service Expectations During Leaves at Chapman University.

PUBLICATION DATES

November 14, 2023

RELATED MATERIALS

N/A