

**To:** Level I-V Administrators and Department Chairs

**From:** Lawrence P. Frank, Provost

**Date:** August 31, 2011

**Re:** Educational Leaves for 2012-2013

On behalf of President Hahs, I invite eligible Level I-V Administrators and Department Chairs to submit an application for Educational Leave during the 2012-2013 academic year.

- (1) Employees may apply for leave during their fifth year of service, provided that the leave would not begin until the fifth year of service has been completed.
- (2) Service at Northeastern in the categories of faculty and civil service also may be counted toward the five-year requirement.
- (3) Please use the attached application form. Your immediate supervisor and the appropriate vice president are asked to review the proposal for consistency with the goals of the vice-presidential area and that the arrangements for covering assignments in the event of an award are acceptable.
- (4) The applications that receive a favorable recommendation from the vice president will be forwarded by my office to the A&P Council or the Advisory Committee on Faculty Awards for review and ranking according to the attached Guidelines and Criteria.
- (5) The A&P Council and the Advisory Committee on Faculty Awards will forward their advisory rankings and the applications to me for review and discussion with the vice presidents prior to the decision on leaves to be awarded.

I am attaching copies of the applicable Regulations for Level I-V Administrators and Department Chairs.

Your **original application and fifteen (15) copies** must reach your vice president by November 1, 2011. Applications for A&P Personnel and Academic Support Professionals will then be forwarded to the A&P Council and applications for Department Chairs will be forwarded to the Advisory Committee on Faculty Awards. Rankings from these advisory bodies will be due in my office by December 9, 2011.

**Nine (9)** educational leaves will be available for academic year 2012-2013.

NORTHEASTERN ILLINOIS UNIVERSITY  
EDUCATIONAL LEAVE for  
LEVEL I-V ADMINISTRATORS and DEPARTMENT CHAIRS

2012-2013

Name \_\_\_\_\_

Vice Presidential Area \_\_\_\_\_

Position Title \_\_\_\_\_

Service at Northeastern  
as of July 1, 2011 \_\_\_\_\_(yrs.) \_\_\_\_\_(mos.)

Type of Leave Requested  
\_\_\_\_\_ 12 months/half pay  
\_\_\_\_\_ 6 months/full pay

Starting date  
requested \_\_\_\_\_

Date(s) of last Educational Leave(s)

Purpose(s) of past Educational Leave(s):

Purpose(s) of this requested leave:

- (1) \_\_\_\_\_ Study and research
- (2) \_\_\_\_\_ Creative work in the employee' s field of endeavor

I agree to submit a report to the A&P Council and the appropriate vice president, or, as a department chairperson, to the Office of the Provost within one (1) month after the completion of my leave, describing the work completed during my leave as based on my proposal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Educational Leave Applicant: \_\_\_\_\_

Application Reviewed by:

**Immediate Supervisor** \_\_\_\_\_ Date  
Comments:

**Vice President** \_\_\_\_\_ Date  
Comments:

**A&P Council or Advisory Committee on Faculty Awards Action:**

Ranked # \_\_\_\_\_ of \_\_\_\_\_ applicants Date

Signature of Council or Committee Chairperson \_\_\_\_\_

Northeastern Illinois University  
EDUCATIONAL LEAVE  
Guidelines and Criteria

A narrative statement of no more than four (4) double-spaced, typewritten pages should be attached to the Educational Leave form. The narrative should address at least the following:

Purpose

*Administrators and Department Chairs:* Please note that the Regulations recognize two purposes: “study and research” or “creative work,” and further require that the leave be “...consistent with the goals of the university or the professional development of the applicant.”

The purpose of the leave must be addressed by the application. The criteria for assessing the statement of purpose will include:

- (1) Clarity and specificity of the statement of purpose;
- (2) Consistency with the goals of the University and the vice-presidential area;
- (3) Benefit accrued to the University;
- (4) Contribution to the professional development of the applicant.

Work Plan

A detailed discussion of the activities to be undertaken should highlight the relationships among these activities and the stated purposes of the leave. The criteria for assessing the work plan will include:

- (1) Clarity and specificity of the description of the activities;
- (2) Adequacy of the activities to accomplish the stated purposes;
- (3) Degree to which the activities would appear to challenge the applicant;
- (4) Degree to which the activities allow for results to be measured in terms of accomplishment.

Results

A brief statement of the intended and expected outcomes of the leave should follow the discussion of things to be done. The criteria for reviewing the statement of results will include:

- (1) Clarity and specificity of the statement of anticipated results;
- (2) Potential usefulness of the outcomes to the applicant and the University.

In addition to these criteria, the reviewers will take into account: the length of service of the applicant; the overall quality of each application relative to others in the pool; and where the numbers of applications permit, will take account of representation among vice presidential areas.

REGULATIONS APPLICABLE TO ADMINISTRATIVE PERSONNEL  
(NON-BARGAINING UNIT)

Employees shall have the right to apply for an educational leave after having completed a period of five years of service at the University. Requests for leave shall be submitted in writing by the employee to the person who supervises the employee's work. If such supervisor approves the request, it shall be forwarded to the appropriate Vice President for approval together with the written recommendation of the supervisor and a statement indicating whether the work of the administrative or academic unit in which the applicant serves can be so arranged as to be carried forth effectively during the period of leave. The supervisor shall further set forth in detail a report summarizing the work the employee intends to perform during the leave and shall further indicate how such work is consistent with the goals of the university or the professional development of the applicant. The appropriate Vice President shall then forward the applications to my office. My office will forward the applications to the A&P Council or the Advisory Committee on Faculty Awards for review and ranking according to the attached Guidelines and Criteria.

- (1) Applications for educational leave may be approved for the following purposes:
  1. study and research, including related travel;
  2. creative work in the employee's field of endeavor.
- (2) The employee shall, prior to the granting of educational leave, enter into a written agreement with the Board that, upon termination of such leave, the employee will return to service for a full year and that, in default of completing such service, will refund, unless excused therefrom by the President for reasons satisfactory to him or her, an amount equal to such proportion of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered. No such refund shall be necessary should the employee be terminated prior to the completion of the service agreed upon.
- (3) Ordinarily, educational leaves may not result in an increase in net salary cost.
- (4) An educational leave shall not be awarded more than once in every seven years and educational leave time shall not be cumulative.
- (5) Salary payments during education leave shall be: one-half pay if leave is granted for a full year; full pay if leave is granted for one-half year.
- (6) The maximum number of educational leave units that may be used during each fiscal year at each university shall be one unit for each twenty-five full-time faculty and administrative employees who are not covered by a collective bargaining agreement or major fraction thereof. Each unit so derived shall generate twelve half-pay months or six full-pay months of educational leave or the equivalent of the above.