

Volume A2: Academics	A2.02.5 Eligibility for Educational Leaves: Chairs and Associate Deans Effective Date: 07/01/25 Last Revised: New Date of Next Full Review: 07/01/30	Responsible Office: Academic Affairs
Chapter 02: Faculty		Responsible Officer: Contract Administrator

POLICY STATEMENT

Northeastern Illinois University (NEIU) awards Educational Leaves to associate deans and department chairs, on the review and recommendation of the applicant's immediate supervisor or college dean or appropriate vice president, and with the approval of the University president. Associate deans and department chairs must have at least three years of chair experience to avail of an Educational Leave. No chair or administrator shall be eligible to apply for an Educational Leave in the first two years of their current term as administrator/chair.

PURPOSE OF THE POLICY

To set forth the eligibility criteria, processes and procedures by which associate deans and department chairs are awarded Educational Leaves.

WHO IS AFFECTED BY THIS POLICY

Associate deans and/or department chairs requesting educational leaves.

DEFINITIONS

Associate dean: an associate dean in the academic colleges/units

Department chair: a faculty member in a college who manages and leads an academic department.

PROCEDURES

Applicants should follow the procedures published by Academic Affairs every fall for Educational Leaves.

GUIDELINES

Applicants should follow the procedures published by Academic Affairs every fall for Educational Leaves.

AUTHOR REFERENCE

Collective Bargaining Agreement

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Educational Leaves – A&P and Dept. Chairs](#) (faculty honors & award guidelines via NEIUport)

CONTACT INFORMATION



Please direct questions or concerns about this policy to:

Contact	Phone	Email
Contract Administrator	773-442-5420	academic-affairs@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.