



Procedures for Faculty Leave Requests and Stop the Clock Notifications

Revised September 2023

This document is intended to clarify how faculty can make leave requests or stop the clock notifications. The information is taken from the Faculty Handbook and Collective Bargaining Agreement (CBA). Faculty should read the relevant sections of the Faculty Handbook and CBA for additional important information.

1. Sabbatical leave

What it is. On submission of an appropriate work plan, sabbatical leave may be granted to full-time tenure-track or tenured assistant, associate, and full professors; to full-time, continuing track faculty; and to administrators holding academic rank.

For more information. See Faculty Handbook [Section 4.1.14.7](#)

Process

- Go to [webforms](#). Click on the “Blanks” tab and find the “Sabbatical Leave Request” webform.
- You will be asked for:
 - Date of initial full-time appointment to UD faculty
 - Requested sabbatical duration—a semester, half-year, or full-year, and specific dates. The following options are available:
 - Option A. After six appointment years of full-time service, one year at 75% of salary, or one-half an appointment year at full salary will be granted.
 - Option B. After three appointment years of full-time service, one-half an appointment year at half salary will be granted.
 - Option C. Faculty holding named professorships or named chairs receive full salary for leave Options A or B.
 - Summary of proposed sabbatical activities (max. 500 characters)
 - File describing proposal of leave activities
 - CV
 - Previous sabbatical reports
- If the request needs to be modified after the webform has been submitted, that cannot be done in webforms. Instead, the faculty member should email the Department Chair then the Dean for approval of the change. The Dean then sends the request to the Provost who alerts UD HR if approved.

2. Parental administered load

What it is. If a faculty member is the primary caregiver, s/he will be granted a one-semester administered load that allows a choice of either partial or full relief from teaching and service during the semester of the birth or the adoption of a child under the age of five by the faculty member or immediately following the birth or adoption. UD ADVANCE recommends that all eligible faculty members take this accommodation before initiating other options (e.g., Family and Medical Leave Act of 1993). Email ud-advance@udel.edu for more information.

For more information. See Faculty Handbook [Section 4.1.14.3](#) or [CBA 2016-2021](#), Article 9.16

Process

- If possible, a faculty member requesting time off for reasons associated with childbirth or adoption must notify her/his Department Chair three months prior to the anticipated date of the leave.
- To request parental administered load, the faculty member should discuss with the Department Chair and together develop workload options that meet department and individual needs. The faculty member must be granted one semester of administered load as a minimum. Anything beyond that is at the discretion of the Chair.
- The Department Chair and faculty member should both sign a memorandum of understanding (MOU) defining the terms of the leave, and submit a copy to the Associate Dean for Academic Affairs (ADAA). An [MOU template](#) is provided that may be used if desired.
- When both parents are faculty employed by the UD College of Engineering, the Department Chair(s) must allow one (the primary caregiver) to take administered load (anything beyond that is at the discretion of the Chair(s)). Both faculty members can stop the tenure clock (for TT) or review clock (for CT) if they are co-equal caregivers.

3. Stop the clock notification

What it is. The six-year probationary period shall be extended for one year upon a tenure-track (TT) faculty member submitting a “Stop the Tenure Clock” notification, or a continuing-track (CT) faculty member submitting a “Stop the Review Clock” notification. This policy applies to tenure-track and continuing-track faculty members who become the parent of a newborn or newly adopted child and is a primary or coequal caregiver of the child or who are granted a leave of absence pursuant to the Family and Medical Leave Act of 1993 for a period of at least one semester. In addition, a tenure-track or continuing-track faculty member may extend the probationary period for any reason approved by the appropriate chair/director and dean, for example illness of the faculty member or of his/her immediate family, but may do so only twice, resulting in no more than two one-year extensions of the probationary period. The faculty member will continue to perform faculty duties at full salary. A faculty member who extends the probationary period under this provision shall be reviewed for promotion and tenure (for TT) or contract renewal (for CT) under the same academic standards as a candidate who has not extended the probationary period. The candidate shall not be penalized in any way for requesting and receiving extensions of the probationary period, whether or not the additional time is used.

For more information. See Faculty Handbook [Section 4.4.15](#) or [CBA 2016- 2021](#), Article 9.5 (for tenure-track faculty) or Faculty Handbook [Section 4.1.6](#) (for continuing track faculty).

Process

- To stop the tenure clock (for TT), go to [webforms](#). Click on the “Blanks” tab and complete and submit the “Stop the Tenure Clock” webform. To stop the review clock (for CT), write an email to the Chair, Dean, and Provost notifying them that you are stopping the review clock as provided in the Faculty Handbook [Section 4.1.6](#).
- The notification must be submitted within one calendar year of the birth or adoption of the child or of the commencement of the FMLA leave.
- Extension of the probationary period does not affect the faculty member’s right to apply for tenure (for TT) or contract renewal (for CT) prior to the terminal year, regardless of time in rank.
- Stopping the clock for one year postpones any subsequent second-year or fourth-year review, and automatically extends the current contract for one year. For tenure-track faculty, it also postpones eligibility for a junior faculty research leave for one year.
- When both parents are faculty employed by the UD College of Engineering, the Department Chair(s) must allow one (the primary caregiver) to take administered load (anything beyond that

is at the discretion of the Chair(s)). Both faculty members can stop the tenure clock (for TT) or review clock (for CT) if they are co-equal caregivers.

4. Research semester leave

What it is. To assist with their professional development and their progress towards promotion and tenure, tenure-track Assistant Professors are eligible for a semester at full pay devoted to research and scholarship during the third or fifth year of probationary period of service. This research/scholarship semester counts as part of six-year probationary period for purposes of promotion and tenure.

For more information. See Faculty Handbook [Section 4.1.14.6](#)

Process

- Assistant Professors must apply to their Department Chairs for the research/scholarship semester no later than January 1st of the second full year of service for a third year research semester and the fourth full year of service for a fifth year research semester.
- The faculty member should discuss the request to the Department Chair first.
- The faculty member should then submit a “Sabbatical Leave Request” webform as in #1 above, indicating request for a one-semester leave at 100% pay. The request should include a detailed proposal describing the work to be conducted during the semester and demonstrating the direct significance of that work to meeting the promotion and tenure criteria of the unit.
- If/when approving the request, the Department Chair will note the staffing plans to meet the instructional needs from which the Assistant Professor will be released.
- Approval of each application requires the positive recommendation of the Chair and the Dean and a copy sent to the Provost.

5. Miscellaneous unpaid leave

What it is. On submission of an appropriate work plan, unpaid leave may be granted to full-time tenure-track or tenured assistant, associate, and full professors; to full-time, continuing track faculty; and to administrators holding academic rank. If a faculty member is on leave, it is not considered a year of service, so their contract progression does not advance, and they also would not earn time towards a sabbatical. If a faculty member is going to be on leave and is Principal Investigator of a funded research project, it is their responsibility to follow all rules set by sponsors. For example, the PI may be required to inform the sponsor and provide plans for how the project will continue during the period of the leave. The faculty member should discuss any necessary plans with the Research Office before finalizing the leave. Faculty on leave are allowed to submit new research proposals unless the specific details of their leave prohibit it.

For more information. See Faculty Handbook [Section 4.1.14](#)

Process

- If possible, a faculty member requesting extended unpaid time off must notify her/his Department Chair three months prior to the anticipated date of the leave.
- Faculty member writes a letter to her/his Department Chair explaining what s/he wants to do and why. An important piece of it is showing that her/his plan provides “real intellectual advancement” as noted in Section 4.1.14 of the Faculty Handbook.
- Department Chair writes a letter to the Dean indicating her/his support (or not).
- In addition, the faculty member and Department Chair should draft an [MOU](#) that outlines a mutually-agreed-upon plan for the terms of the leave, so expectations are clear. The template provided includes a number of topics the MOU should address. The MOU should be signed by the faculty member and Department Chair.

- The Department Chair sends the faculty member's letter, the Chair's letter, and the MOU to the ADAA for review.
- ADAA reviews, then forwards the three items to the Dean.
- If approved, the Dean adds his signature to the MOU and send to the Provost and President with his/her support.

6. Other types of leave

See Faculty Handbook [Section 4.1.14](#) for more information about other types of leave, including family, medical, military, sick, vacation, and retirement leave.