

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

December 9, 2016

- **Housekeeping and Updates**
- **Parker Emerson on International Faculty**
- **Faculty leaves – Procedures and Policies**
- **Onboarding reminder**

Deadlines to submit transactions for processing, includes supporting documents and entry into Workday, to allow time to obtain approvals from the Offices of the FAS Dean and the Provost

- **FAS – 9th of every month**
 - **Professional schools – 15th of every month**
 - Processing priority is given to items due in the current month or earlier
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- Transactions in Workday that are more than 1 month old and missing supporting documents may be sent back.



Info session presentations from 2015-16 are available online at <http://facultyadmin.yale.edu/monthly-information-session-presentations>

Sessions from prior years are still on ClassesV2, <https://classesv2.yale.edu/portal>.

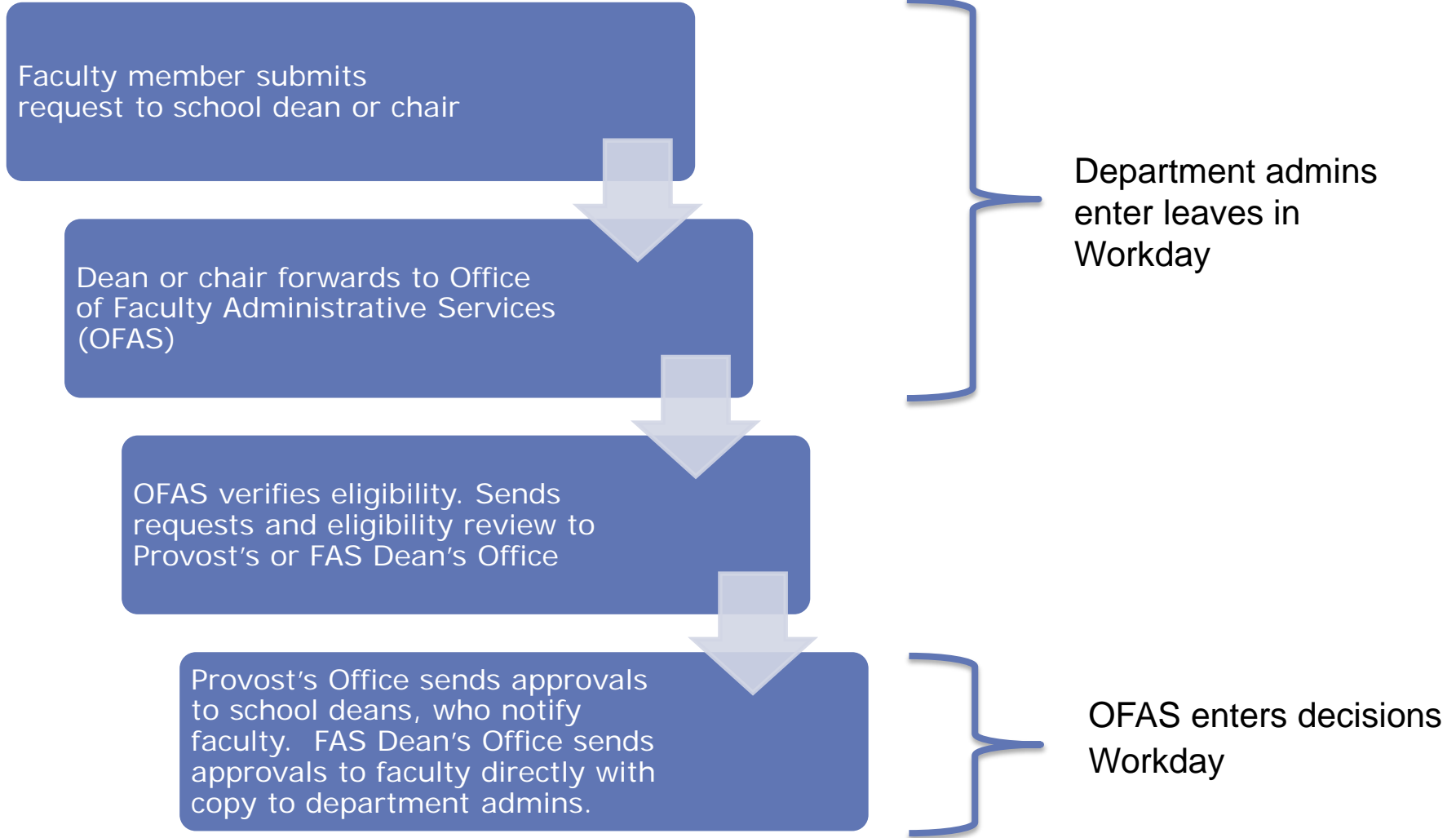
OFAS Training sessions

- Will resume in January

OFAS website update

- FAS pages will redirect to the FAS website (fas.yale.edu)

Basic procedure for academic leaves:



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When entering leaves in Workday,

- As rule, all *academic leaves* span the entire term or year. That is, they must *begin on either July 1 or January 1* and *must end on either June 30 or December 31*.
- A To Do will go out to the Academic HR Support specialist 30 days prior to the end date to return the faculty member from leave.

Academic Leaves

- Leave is a privilege, not a right. All leave requests must be approved by the Provost's Office.
- All faculty planning to take an academic leave must submit a leave request, preferably using the form, *Request for Faculty Leave*.
 - <http://facultyadmin.yale.edu/resources/leaves-teaching-relief>
- Deadline to submit requests to Office of Faculty Administrative Services: November 30, 2016

Academic Leaves (con't)

- Maximum period of a leave is one academic year
 - Can be taken within a single academic year or split between two successive academic years
- Faculty member is expected to return to Yale for a full year of teaching following a leave
 - This does not apply to a tenured faculty member who retires at the end of a scheduled leave or a non-tenured faculty member who has been granted permission to take a leave for which he or she is eligible in the final year of appointment.

Academic Leaves (con't)

- No faculty member may be on leave, paid or unpaid, more than 4 semesters in 7 years, unless required by law
 - Exceptions may be considered for leaves such as child rearing, caregiving, or public/military service
- Yale Corporation must approve all exceptions.
- Any FAS faculty member who is successful in obtaining outside funding is eligible to receive one half of the resulting salary savings to Yale up to \$25,000 in an individual research account.

Academic Leaves (con't)

- Faculty are not allowed to “bank”, i.e. save, leaves.
- If a faculty member wishes to defer a leave, or is asked by the dean or chair to defer a leave, he or she may submit a request to keep academic leaves on schedule.
- Leaves cannot be taken back to back.
- The faculty member must return to full teaching and administrative duties *for at least one year prior* to taking the next leave.

Tenured faculty leaves:

- **Triennial Leave of Absence (TLA) - Most common leave for tenured ladder faculty, not Sabbatical**
 - Eligible after five semesters of teaching, essentially once every three years
- **Special Triennial Leave (STL) – Allows faculty to take full year at half salary**
 - Same time eligibility as TLA
 - Must have outside fellowship
- **Special Leave (SPL) – Full year, full pay**
 - Given to faculty who defer leaves for specific administrative service, i.e. department chairs, school deans, heads of residential colleges, some directors of major centers or institutes
 - Occasionally given to new hires who may have been due for leaves at their prior institution

Tenured faculty leaves (con't):

- **Sabbatical (SAB) – Allows faculty to take other employment while on leave**
 - First eligible after four years without paid leave, then after every six years
 - May take one semester or two, but only receives one semester of pay
- **Senior Faculty Fellowship (SFF) – Most commonly used when faculty member receives an external award**
 - Faculty member must teach for six years without a paid leave
 - Full year of leave

Non-Tenured ladder faculty leaves (for schools following the FASTAP model, i.e. FAS, FES, Divinity, and Art):

- Morse (MOR) and Junior Faculty Fellowships (JFF) – Full pay, year-long leave for Assistant Professors
- Associate Professor Leave (APL) – Full pay, year-long leave for Associate Professors on Term
- Note: Faculty must submit proposals describing their research plans well in advance of requesting these leaves to school dean.

Teaching relief and work reduction (academic status):

- Faculty on phased retirement must submit a form indicating which term or terms will be used for work reduction
- Teaching Relief for Child Rearing (TRC) is not a leave
 - Faculty member is only relieved of teaching duties but is expected to continue with administrative duties within reason
 - Faculty member must submit the following:
 - A template letter attesting that he or she is primary caregiver during the term requested
 - Letter from spouse's employer attesting that he or she is working at least 50% time

Teaching relief and work reduction (con't):

- **Short-term medical disability** – Faculty member must submit a letter from a physician indicating the period of incapacitation
- **Secondment** – Special service approved by the Provost's Office.

- Non-tenured ladder faculty member receive an extension of term and final year date by taking one of the following:
 - Teaching Relief for Child Rearing (two semesters)
 - Caregiver Leave (one semester)
 - Child Rearing Leave (two semesters)
 - Short-term medical disability (two semesters)
 - Public Service
- The maximum number of extensions is 2 for a TRC and a total of 3 per faculty member
- For more information regarding leaves
 - Faculty Handbook, Section XVII
(<http://www.yale.edu/provost/handbook/>)

Review documents on OFAS website at
<http://facultyadmin.yale.edu/onboarding-procedures-faculty-arrivals>

- New Faculty Checklist
- Faculty Data Collection Form, part 2
- Template Welcome Email
 - **Workday onboarding messages**
(<http://facultyadmin.yale.edu/workday-onboarding-messages>)
- International Faculty Onboarding list
- Transfer-in Checklist





Have a safe and restful recess!