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
Housekeeping

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** – 9\(^{th}\) of every month
- **Professional schools** – 15\(^{th}\) of every month
- Processing priority is given to items due in the current month or earlier

- 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](http://facultyadmin.yale.edu/monthly-information-session-presentations)

Sessions from prior years are still on ClassesV2, [https://classesv2.yale.edu/portal](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:

1. Faculty member submits request to school dean or chair.
2. Dean or chair forwards to Office of Faculty Administrative Services (OFAS).
3. OFAS verifies eligibility. Sends requests and eligibility review to Provost’s or FAS Dean’s Office.
4. Provost’s Office sends approvals to school deans, who notify faculty. FAS Dean’s Office sends approvals to faculty directly with copy to department admins.
5. Department admins enter leaves in Workday.
6. OFAS enters decisions in Workday.
Basic procedure for academic leaves:

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](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.
Faculty leave procedures and policies

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/)
Onboarding new faculty hires

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!