

Complete Policy Title:  
**Unpaid Leaves of Absence**

Policy Number (if applicable):  
**SPS C3**

Approved by:  
**Senate**  
**Board of Governors**

Date of Most Recent Approval:  
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Responsible Executive:  
**University Secretariat**

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## **I. Unpaid Leaves of Absence Taken During a Tenure-Track or Teaching-Track Appointment**

A faculty member may request a leave of absence for either research or other endeavours, which will not involve salary support. Normally only one such leave will be granted during the appraisal period, and such a leave of absence will not be granted for more than two consecutive academic years. Should a faculty member on a tenure-track or teaching-track appointment be granted a leave of absence, it will be decided at the time of granting such leave whether or not the time spent will count as part of the appraisal period for tenure or permanence and as part of the years-in-rank for promotion. The decision will be made by the Research Leaves Committee (the Provost, the Dean of Graduate Studies and the Dean of the Faculty) on recommendation from the Chair of the department. The Dean of the Faculty will convey the Committee's decision in writing to the faculty member, with copies to those involved in the decision. A decision to stop the clock for tenure or permanence consideration must be confirmed in writing via a letter from the President, and signed back by the faculty member.

Two principles will be taken into consideration in arriving at the decision:

1. If the faculty member is engaged in research or academic work while on leave of absence, the time spent will normally be counted as part of the appraisal period and of years-in-rank for promotion.

2. The faculty member's preference for counting or not counting the time of leave of absence will be followed for a single leave of up to one academic year.

## **II. Unpaid Leaves of Absence Taken During a Tenured or Permanent Appointment**

When a leave of absence is granted, a decision will be made at the same time as to whether or not the time spent on such leave will be counted as part of the years-in-rank for purposes of promotion. The decision will be made by the Research Leaves Committee (the Provost, the Dean of Graduate Studies and the Dean of the Faculty) on recommendation from the chair of the department. The Dean of the Faculty will convey the Committee's decision in writing to the faculty member, with copies to those involved in the decision. A decision to stop the clock for promotion consideration must be confirmed in writing via a letter from the President, and signed back by the faculty member.