

## NORTHWESTERN UNIVERSITY BIENEN SCHOOL OF MUSIC

### **Academic Leaves of Absence**

In order to support the professional development of its faculty, the Bienen School of Music endeavors to grant paid leaves for the purpose of advancing the research, teaching, and creative activities of the faculty. The number of leaves which can be granted in any given year is necessarily limited by the resources available to the School for replacement teaching, the need to staff courses and provide continuity of instruction for students, and other considerations. Academic leaves are generally granted only to tenured and tenure track faculty. Meritorious proposals for quarter-length leaves will be eligible for consideration by the Dean and the Department Chair, as consistent with the clearly stated research agenda of the faculty member. Faculty members seeking an academic leave should make application, through their department chair/co-chair, no later than **February 1** of the academic year prior to the year in which the proposed leave would take place. The chair/co-chairs should forward their endorsement (pro or con) of the faculty member's Academic Leave of Absence request to the Dean no later than **February 15**.

In accordance with the Northwestern University Faculty Handbook, the granting of faculty leaves should take into account:

- the faculty member's rationale and plan for the leave;
- the faculty member's prior performance and achievements;
- the faculty member's past leave history;
- the impact on the department and/or school in meeting its educational mission; and
- the financial impact on the department and/or school.

#### **Applying: Action by the Faculty Member**

##### a) The Formal Leave Request

The faculty member submits a formal leave request to the chair/co-chairs of his or her department, noting:

- A substantive description of the research or creative project to be carried out; whether the project is new or continuing; if continuing, how much has been accomplished to date; expected results during the leave; if part of a larger investigation, the likely date by which the project as a whole will be completed.
- The period for which the leave is requested.
- The sources and amounts of proposed support during the leave, if such support is essential to the completion of the project. If the leave is contingent on receiving external funds, address the likelihood of obtaining these funds and the approximate date of the confirmation for such outside support.
- The dates of the applicant's recent leaves of absence and the nature of support during them.

**Academic Leaves of Absence** (continued)

- The inclusion of supporting materials (such as sample book chapters, accepted grant proposals, examples of prior work, commissions, scheduled concerts, tours, or master classes) as appropriate to the project. Such supporting materials will strengthen the proposal.

b) Deadlines

A request for leave during all or part of the next academic year must reach the chair/co-chairs no later than **February 1**.

**Action by Chair/Co-Chairs**

Criteria. The department chair/co-chairs assess requests for academic leaves of absence on the basis of these criteria:

- The merits of the proposal.
- The potential of the proposed research/creative activity to advance the faculty member's professional achievement and reflect credit on the School and University.
- The timing of the leave relative to the faculty member's history of academic leaves and to current departmental priorities.
- The likelihood that the research/creative activity will be carried out in the time specified, or, if the proposed research/creative activity is part of a larger project, the probability that the project as a whole will be successfully brought to completion.
- The ability of the department to offer needed courses of a quality comparable to that of regular offerings in the absence of this faculty member and of others who might be on leave at the same time. Note that the granting of an academic leave does not necessarily imply a reduction in a faculty member's teaching obligations; in some cases, teaching obligations remain unchanged, but the distribution of those responsibilities is adjusted to accommodate the leave.

Faculty leaves of absence are governed by the University leave policy statement in the *Northwestern University Faculty Handbook*. The granting of paid leaves to faculty members presupposes that those on leave will return to the University at the conclusion of the leave for a period at least as long as the leave. All requests for academic leaves must be approved by the provost. After completion of a leave of absence for professional development, a faculty member must submit to the dean a brief report of activities and accomplishments.