

Policy Title	Sabbaticals and other leaves
Responsible AIU Office (Higher Management/Directorate)	[Following the request of the Policy Owner, the Responsible AIU Office within the corresponding Higher Management or Directorate will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its compliance with the pertinent legal and regulatory frameworks, its issuance, regular review and timely updating.]
Policy Owner (Executive Department/Office)	[The Office, Department, or Unit responsible for carrying out or oversight of said policy. The owner is accountable for and charged with triggering the creation of, implementing, enforcing, and updating the subject University policy, and developing/recommending relevant communication, education, and training and monitoring the effectiveness of a policy.]
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

Commented [AA1]: What about maternity leave? Covered by civil service law?

I. SCOPE OF POLICY

It is the policy of AIU to encourage faculty members to have occasional opportunities for extended leave of a kind that will enhance their future professorial performance, add to their professional stature, or contribute to the public interest.

II. EXEMPTIONS FROM TEACHING DUTIES (ETD)

Certain administrative roles, such as department chair, carry partial course release. Faculty may elect to teach during the years in which they perform those roles, if it does not interfere with that performance, and accumulate enough course release credits to entitle them to a one semester's exemption from teaching duties. Ordinarily, faculty on ETD, unlike those on research leaves, sabbaticals or public service leaves, are expected to be available for departmental and university service during the semester.

III. SABBATICAL LEAVE

Sabbatical leave promotes study, research and/or creative work, and general professional improvement. Faculty members who have served for at least six years on a full-time basis since their appointment to the faculty or since the end of their last leave with pay, may be granted a sabbatical leave of absence for the purpose of study, research, or other pursuit, the object of which is to enable them to increase their effectiveness in teaching and research and their usefulness to AIU. Certain academic positions that involve an unusual burden, such as serving as a department chair, may entitle their holders to an adjustment in their sabbatical schedule. Sabbatical leave may be granted for two semesters at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at AIU for at least two consecutive semesters. Sabbatical leave is granted by the Provost, with the advice of the department chair and school dean.



Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and his or her recommendation for leave to the dean, who forwards the proposal with a recommendation to the Provost. Faculty will be paid a supplement if they take all or part of their sabbatical outside Egypt. The amount of the supplement depends on the location and duration of stay outside Egypt.

IV. DEVELOPMENT LEAVE FOR ASSISTANT PROFESSORS

Faculty members at the assistant professor rank initially appointed into full-time, regular (i.e., not temporary or replacement) faculty positions may apply for a one-semester research leave at full salary. Faculty members may apply for these leaves during their third or fourth year at AIU and take the leave during the following year. Faculty applying for such leaves must supply a written description of the work they expect to accomplish during their leave, and the department chair and school dean must endorse the plan as likely to contribute to a research portfolio suitable for consideration for tenure should it be successfully completed. Upon completion of the development leave, faculty are expected to return to full-time service at AIU for at least two consecutive semesters.

V. DEVELOPMENT LEAVES FOR INSTRUCTORS

The University may grant, on a competitive basis and according to the availability of funds, partial or full release time or leave with pay for purposes of professional development to instructor-level faculty who have completed six years and are awarded an additional contract. Detailed proposals for which partial or full professional development leave is sought must explain the leave's benefit to the department, should be directly related to the applicant's current position and areas of expertise, and should be recommended by the applicant's department and school to the Provost for approval. The maximum stipend for either a year or semester of such full leave shall not exceed the full-time cash compensation for one semester; stipend for partial release time or leave will be reduced commensurately. No outside employment may be undertaken during a professional development leave except as authorized in advance as necessary to the fulfillment of the approved professional development proposal. Six years of full-time service are required for eligibility, and the instructor must have agreed to return to the University for one year immediately after completing such a professional leave. He/she will not be eligible for such a leave again until after an additional six years of service. A full report on the results of such professional development leave must be submitted to the Provost through and with the recommendation of the department and the Dean of the School upon return to the University.

VI. LEAVES WITHOUT PAY

Faculty members may request leave of absence without pay for personal or professional reasons. Such a leave requires a recommendation from the department chair and approval by the dean and the provost, as do any subsequent extensions. Such leaves are ordinarily for no more than two years but may be extended by the provost in consultation with the department chair and dean. Two years full time service at the University must elapse between applications for leaves without pay. Such leaves ordinarily "stop the clock" in calculations of schedules for tenure, promotion or sabbatical; that is they are not counted. Failure to return at the expiration of such a leave will be construed as an effective resignation.

VII. PUBLIC SERVICE LEAVES



All leaves, whether with or without pay, are normally limited to no more than two years except leaves without pay to perform a public service, in which case a longer term may be authorized by the President upon the recommendation of the Provost.

VIII. CONTACT INFORMATION

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.