

APPENDIX III – EMPLOYMENT LEAVE PROCEDURES

More information on employment-related policies and procedures for USC Upstate faculty can be found in Chapter 3 of the *Faculty Manual*.

Sabbatical Leave

The purpose and eligibility requirements for sabbatical leave are discussed in Chapter 3 of the *Faculty Manual*.

Each academic unit may have no more faculty members on sabbatical leave in any academic year than is determined by reference to the following table:

Number of Faculty Eligible for Sabbatical Leave in the Academic Unit	Number of Sabbatical Leaves Available Pending Availability of Funds
0-7	1
8-14	2
15-21	3
22-28	4

In case more faculty members in a given academic unit apply for a sabbatical leave in a given year, the priority order will be determined in order of preference by the quality of the proposal, by rank (professors to be selected before associate professors, etc.), and finally, by the number of years of service since the last sabbatical leave.

Faculty members notify their supervisors by the first Wednesday in September of their desire to take a sabbatical the following academic year so that budget planning may begin. They also begin making appropriate contacts and tentative arrangements at this time so that a detailed proposal can be submitted to the chair of the Faculty Excellence Committee by the first Monday in October.

A sabbatical proposal includes a statement of the purpose and nature of the sabbatical project; a description of the importance of the work to the mission of USC Upstate; a description of the methodology to be used; a statement of the results anticipated from the sabbatical; and an indication of why a sabbatical leave is necessary for the conduct of the project (i.e., why the project is not within the normal scope of scholarly or service activities expected routinely of faculty members). The proposal should include the following attachments:

- a vita, including dates of employment at USC Upstate and previous sabbaticals
- a signed letter of support from the dean (and unit chair if appropriate)
- a timeline for the work to be done
- a budget (if additional funding will be needed)
- if another agency, organization, or institution will be involved, a letter indicating its intent to cooperate with the project

- a statement detailing any expected outside compensation or reimbursement

The Committee reviews and ranks the proposals according to the following criteria:

- quality of the proposal (clarity of work to be done, completeness of proposal, justification of need for sabbatical)
- contribution the sabbatical will make towards strengthening the faculty member as a scholar and teacher
- contribution the sabbatical will make towards fulfilling the mission of the University
- practicability of the proposal in light of available resources for the project
- number of years faculty have served at USC Upstate since their last sabbatical, if any
- results of earlier sabbaticals, if any

The Committee forwards the ranked proposals to the Provost by the first Monday in November. The Provost decides if sabbatical release can be accommodated through the reassignment of faculty, hiring of part-time faculty, or by other means and notifies the faculty of approval or disapproval of the sabbatical leave request by the first Wednesday in December. If approved, well before beginning the sabbatical leave, the faculty member meets with the dean to assure that normal responsibilities are covered, and with the Director of Human Resources to make arrangements for continued insurance coverage (including notifying the host organization, if any, of such arrangements), and for continuing retirement payments (for year-long leaves), etc.

Proposals rejected by the Provost will contain a clear statement as to the reasons for the rejection, either (1) logistical (e.g., insufficient funds) or (2) substantive (e.g., proposal was without sufficient merit or failed to meet appropriate criteria).

Within two months after the start of the major semester in which the faculty member returns the faculty member who received the sabbatical must submit a report describing accomplishments and the current status of the project to the Chair, Faculty Excellence Committee. The Committee reviews the reports and forwards them to the Provost. The Provost distributes the reports to the heads of the appropriate voting units, and places copies in the archives of the USC Upstate library.

Modified Duties

Documentation required for Modified Duties includes the Modified Duties Semester Form, a letter of request or explanation and documentation as to the circumstances relevant to the request.

1. The Modified Duties Semester Form must be completed by faculty eligible for an automatic modification of duties semester or who need to request a modification duties semester.
2. A letter from the faculty member should be addressed to the faculty member's chair and/or dean outlining the reasons for the modified duties semester. This letter should be attached to the Modified Duties Request Form and the documentation relevant to the request. In the case of a birth or adoption, the faculty member should also attach a statement confirming their responsibilities as primary or secondary caregiver during the modified semester.
3. In all situations, documentation should be supplied of the relevant event(s) or circumstances necessitating the request for modified duties. Such documentation may

be a letter from a physician or healthcare provider, adoption agency or law firm, or documentation of other situations as appropriate.

All documentation required for an extension must be submitted and approved by the chair and/or dean and the Provost. Once the Provost approves, a copy of the approved Modified Duties Semester Form is sent to the faculty member, the chair and/or dean's office. A copy of the approved paperwork is also sent to the provost's office in Columbia for notification of the approval.

Normally the budget of the academic area of the faculty member having a modified duties semester is responsible for funding the semester as to coverage of classes, etc., that arise as a result of this action.

See USC system policy for modified duties <http://www.sc.edu/policies/ppm/acaf160.pdf>

See USC Upstate procedures for modified duties:

<https://www.uscupstate.edu/globalassets/facultystaff/policies/modified-duties-semester-for-faculty.pdf>

Fellowship Leave

The procedures for pursuing Fellowship Leave are found in the "Compensation for Fulbright Scholars" (ACAF 7.09): <https://www.uscupstate.edu/globalassets/facultystaff/policies/compensation-for-fulbright-scholars.pdf>

The University of South Carolina Upstate is committed to supporting faculty who are named Fulbright Scholars, and providing fair and equitable compensation for all awardees. This policy has been reviewed and supported by all deans at the University.

Upon notification of the award the faculty member submits a letter to the appropriate dean requesting a leave with partial pay as a Fulbright Scholar and completed Leave with Partial Pay Form. Copies of official Fulbright Award documentation are to be included with the letter and form.

Leave and compensation are documented with an approval Leave with Partial Pay form. The faculty member receives compensation of Leave with Partial Pay in the form of 50% of the semester base for a semester leave of 50% of the academic year base salary for a year leave.

The appropriate dean will retain the salary savings as vacancy savings to hire temporary replacements (whether one half semester base salary or one half academic year base salary.)

This formula is not dependent on the number of required semesters as a Fulbright Scholar, the amount of the award, the country visited, or the expenses of the individual faculty member's circumstances.