

To: Faculty in Geography & Environmental Studies

From: Maria Lane, Chair of Geography and Environmental Studies

Date: September 30, 2015



Re: Clarification of Faculty Obligations During Leave

During leave semesters, some faculty obligations are suspended, depending on the nature of the approved leave. Please see below for a clarification.

Family/Medical Leave

During an approved period of family leave or medical leave, faculty members are not expected to engage in research, teaching, mentorship, or service activities and are not expected to attend departmental meetings. Any participation in these activities is therefore optional.

Junior Research Semester or Negotiated Research Leave

During an approved period of research leave, faculty members will not carry any classroom teaching obligations, but they are expected to engage in research, mentorship, and service activities, including departmental meetings.

Sabbatical Leave

During an approved period of sabbatical leave, faculty members are expected to devote full effort toward research and are not required to engage in teaching, mentorship, or service activities or to attend departmental meetings. Any participation in these activities is therefore optional, although faculty members are expected to make alternate mentorship arrangements for their advisees during the leave period.

Course Buyout

During a semester that includes an approved course buyout, faculty members will be excused from classroom teaching obligations related to the specified course, but they are expected to engage in research, mentorship, and service activities, including departmental meetings.

Non-Standard Teaching Arrangements

During a semester in which a faculty member has been approved to deliver courses in a non-standard format (e.g. half-semester courses or online courses), the faculty member is expected to engage fully in research, teaching, mentorship, and service activities, including departmental meetings, just as if he or she was present within the department for the full semester. In cases where in-person or remote attendance in such obligations cannot be arranged, non-standard teaching arrangements will not be approved.