October 2, 2007

TO: Deans and Vice Chancellors

FROM: E. Thomas Sullivan, Senior Vice President for Academic Affairs and Provost

SUBJECT: Faculty Semester Leaves, 2008-2009 Quota Year: Due April 4

Faculty Semester Leaves unit quotas are appended. As you will note, the all-University quota, based on 4% of the tenured and tenure-track faculty, is 124. The Faculty Semester Leaves Policy is included in the Regents policy entitled "Employee Development, Education, and Training" and is located at: http://www1.umn.edu/regents/policies/humanresources/Employee_Develop_Educ_Training.html. The administrative procedures are located at: http://www1.umn.edu/ohr/policies/leaves/facleaves.html. Application forms can be found at: http://process.umn.edu/groups/hr/documents/form/semester.doc.

The approval procedures for semester leave applications will continue to reside at the college, campus, and administrative unit levels. However, to maximize faculty development commitments and allow access to additional semester leaves not being fully utilized by others, we have established an April 4 centralized deadline. You will need to establish your individual deadline, procedures and screening committee to accommodate this timeline.

Applications that are within the unit’s quota should be identified but need not be rank ordered. Applications that exceed the unit’s quota must be numerically rank ordered should cancellations occur within your unit or should additional semester leave allotments be available to award to your unit on or before April 4. The 2008-2009 leave quota includes summer 2008 for faculty members on A-base appointments.

Approved semester leaves must be documented in PeopleSoft for each individual. The importance of this documentation cannot be overemphasized. These data from PeopleSoft provides us with essential information needed in preparing reports to the Board of Regents, administration, and Faculty Senate Committees. Applications need only be submitted to your collegiate dean. It is no longer necessary to forward copies of your Semester Leave Applications to the Office of the Senior Vice President for Academic Affairs and Provost.

Once you have awarded your 2008-2009 single semester leaves for your unit, please provide the following information to Karen Linquist, U of M, Office of Human Resources, 120 Morrill Hall, 100 Church Street S.E., Mpls., 55455, or via e-mail to linqui002@umn.edu, no later than April 4, 2008:

1) Single semester leaves approved, including each faculty member's name, faculty rank, department, semester on leave.
2) Please notify Karen if an award cannot be used or if an award will be taken in a different semester within the quota (fiscal) year.
3) If applicable, ranked list of additional semester leave applications that exceed the unit’s quota should be allocated to the new allotments become available.

If you have questions or need further information, please contact Karen Linquist (612/624-9817).

ETS/kll
Enclosure

c: Frank Cerra, Senior Vice President, Academic Health Center
   Carol Carrier, Vice President for Human Resources
   Arlene Carney, Vice Provost for Faculty and Academic Affairs
   Karen Linquist, Office of Human Resources