



The College of Idaho

Academic Leave of Absence (ALOA) Procedures

Summary/Purpose ALOA procedures: *This “Procedures” document outlines the steps to follow to request an ALOA, and it illustrates how the policy would be applied in hypothetical cases. A separate document, the College ALOA Policy, defines the terms associated with academic leave of absence that occurs outside the framework of sabbatical leave, and as distinct from leave of absence for medical or personal reasons. Related policies and procedures include Faculty Handbook Section XI, Sabbatical Policy; Medical and Personal leave policies.*

Together the Policy and Procedures are designed to 1) enable beneficial solutions to emerge on a case-by-case basis, and 2) strike a fair balance between the needs of the College and the needs of the faculty member.

The main sections of the Procedures document are as follows:

1. Academic leave of absence (ALOA) – summary of ALOA policy; steps to follow
2. FAQs about ALOAs, including salary guidelines; relationship between ALOAs and sabbatical.
3. Examples of salary calculations

Academic Leave of Absence

The text below summarizes the main points of the College’s ALOA policy:

- An academic leave of absence (ALOA) is a leave of absence primarily to advance scholarship while the person on leave is temporarily relieved of all or most institutional duties. Typically an ALOA is supported by significant external funding.
- A leave of absence to recover from illness, receive extended medical treatment, take leave for personal reasons, or take a family leave, does not constitute an ALOA, and the leave is covered by other College policies.
- Terms of any ALOA must be negotiated a priori and agreed to in writing. A written agreement must be in place while an application for external funding is being prepared, and before grant application(s) can be submitted (Appendix A).
- In most cases an ALOA involves hiring of a visiting assistant professor (VAP) to cover the absent faculty member’s teaching responsibilities.
- External funding is needed to offset the budgetary impact of hiring a VAP. The awarded fellowship (or grant) combined with limited internal funds must cover all of the faculty person’s institutional responsibilities, including advising, committee work and teaching.
- The College encourages applications for full-year fellowships when they coincide with a planned sabbatical.
- The terms of an ALOA must be acceptable to the faculty person proposing the ALOA, the VPAA, and the President of the College, as indicated by all three signatures.

FAQs Regarding ALOAs

As a faculty member on ALOA, am I eligible for benefits?

During an approved ALOA, a faculty person working at least half-time (50% effort) is eligible for benefits according to College policy.

Does the time away on ALOA count toward future sabbatical leave?

An ALOA is not the same as a sabbatical leave, but any ALOA must be evaluated as to whether part or all of the ALOA period counts toward future sabbatical leave. The relevant College policy on sabbatical Leave is covered in Section XI of the Faculty Handbook.

Years in which the faculty member's primary responsibility is teaching count toward sabbatical leave. If the ALOA involves immersion in research and no teaching, then the ALOA does not count toward future sabbatical leave. If an ALOA involves some teaching, part of the ALOA may be counted toward future sabbatical leave, according to the guidelines in the Faculty Handbook; such terms must be specified in writing before the ALOA starts.

Does the College compensate for or "top-off" salary of a faculty person on ALOA?

In many cases an external fellowship offers less salary than the awardee makes in a 9-month academic year. In that case, the College may provide a small supplement or "top-off" during the ALOA. The limit of salary supplement that the College may provide is two ninths (2/9, or 22.22%) of the faculty person's salary (see example below). This limit is not a guarantee, but a maximum amount that may be negotiated in favorable circumstances.

How does an ALOA impact faculty compensation during the summer?

If the ALOA period of research extends into the summer months, then the College policy for summer faculty effort and pay applies to the summer salary. Faculty compensation during the summer is limited to 2.5 ninths or 27.8% of academic year salary (see example below). In addition, any conditions imposed by the grant or fellowship must be observed.

Sample calculations

The calculations below are based on a faculty member's Institutional Base Salary (IBS). IBS is the amount specified in the College contract for an academic year. In the examples below, this amount is assumed to be \$54,000. For simplicity, faculty effort is expressed in person-months: one academic year's worth of institutional duties equals nine person-months of effort. Consistent with federal regulations, no rate of pay may exceed the IBS rate of pay, or in this case \$6000 per person-month of effort. Summer pay is capped at 2.5 person-months per institutional policy.

IBS = \$54,000 IBS/ 9 mos = \$6000/ month

Limit of summer salary = 2.5 mos x \$6000/ month = \$15,000 (or \$69,000 total/ 12 months)

Limit of top-off salary (academic year) = 2 mos x \$6000/ month = \$12,000

Effect of timing relative to sabbatical leave: Using the above data, if a fellowship award is based on an academic year and it carries a \$30,000 stipend, then an ALOA during a year other than a scheduled sabbatical year would result in gross salary not more than \$30,000 (stipend) + \$12,000 (max. top-off) = \$42,000, or a decrease of \$12,000 or -23%.

Calculations during a sabbatical year would be as follows: by institutional policy, C of I pays 75% of IBS during a full sabbatical year = \$40,500, assuming no external grant funding. If the same fellowship was awarded during the sabbatical, the faculty member would receive full salary = \$54,000 while on sabbatical, and the College would not pay any top-off salary. If the fellowship award period could be shifted to overlap with the preceding or following summer, then the faculty member might receive an additional \$15,000 in summer compensation as well, totaling \$69,000 while on sabbatical.

In the latter scenario, the faculty member would receive \$30,000 from the agency awarding the fellowship + \$39,000 from the College spread over a twelve-month period. The advantages to both the College and the faculty member should be obvious when the fellowship coincides with or overlaps with a sabbatical year.

A second example involves a \$50,000 fellowship paid in equal monthly installments (~\$4167 per month), assuming 12 person-months of effort devoted to the project (very similar to NEH fellowships). Nine months of stipend (academic year) = \$37,500.

During a non-sabbatical year, maximum top-off by the College could increase the AY pay to \$12,000 + \$37,500 = \$49,500, a decrease of \$4500, or -8.3%. However, the award stipulates that 12 months of effort must be devoted to the project, so the faculty member would also be paid 3 mos x \$4167 = \$12,500, bringing the annual (calendar year) total to \$62,000, provided the College agrees to the maximum top-off provision. With no top-off contribution, total annual income for the faculty member would be \$50,000.

During a sabbatical year with no fellowship support, the College expects to pay this faculty member 75% IBS = \$40,500. However, with the above fellowship in place, the College would pay \$16,500, the fellowship would pay \$37,500 during the AY + \$12,500 during the summer, for a total annual compensation of \$66,500. The latter is \$26,000 more than a sabbatical with no fellowship, and \$12,500 more than the full IBS.

Appendix A: strategies to explore during negotiation of the terms of ALOA

- Devise a plan for funding and basic coverage of other responsibilities
- Coordinate with other faculty members scheduled for sabbatical leave during all or part of the proposed ALOA
- Schedule the ALOA to be asynchronous with sabbaticals (calendar year, not academic year ALOA)
- Shift the budget offset created by fellowship dollars into the most useful internal budget categories to make the ALOA feasible
- Shift some of the awardee's institutional responsibilities into the pre- or post-ALOA year to balance out college needs.