

Revised 7/1/16

Junior Leaves

- **Terms:** All junior faculty members on the tenure track are guaranteed a research leave for one semester at full pay or one year at half pay prior to the tenure decision. External fellowships and funding opportunities may be used to augment salary during a full year leave or to extend the one semester leave to a full year. It is important for junior faculty to demonstrate a sustained commitment to departmental citizenship and to the teaching mission of the College. For this reason, the total time away from teaching and service duties on research leave should not exceed one full year prior to the tenure decision. Exceptions must be arranged with and approved by the department head and the Dean of the College.
- **Timing of Junior Leave:** Leaves will normally be taken during the third, fourth, or fifth year of teaching at Wake Forest. Junior leaves may not be taken earlier than the third year of employment.
- **Timing of Application:** Although junior leaves are guaranteed, the timing of the leave must be approved by the Department Chair and the Associate Dean for Research, Scholarship, and Creativity. Faculty must apply for leave one year prior to taking the leave.
- **Application Process:**
 - **October 1:** Faculty member submits application to chair including the following information:
 - semester(s) during which leave is desired
 - a description of the research or creative work to be carried out
 - the location at which research work will be carried out
 - intention to apply for any additional internal or external funding support (Archie grants, faculty development funding, external fellowships, and residential opportunities, etc.)
 - **November 1:** All leave requests due from department chairs to Associate Dean for Research, Scholarship, and Creativity. Leave requests must be accompanied by chair letter of endorsement and must include the Leave Replacement Form. This form can be found on the chair's website.
- **External Fellowships:** Typically, junior faculty applying for external fellowships either independently or through the CRADLE program should coordinate the timing of the fellowships to correspond with their guaranteed junior leave. Faculty applying for external fellowships must submit a Routing Form to the Associate Dean for Research, Scholarship, and Creativity. (See ORSP website regarding external fellowship funding and approval guidelines.)