

Study Leave

Variations exist among colleges regarding study leave and each college that offers study leaves should have a statement of policy approved by the provost. A professor interested in taking a study leave should consult the department chair's office.

Upon recommendation from the appropriate academic dean or director, the dean may relieve an assistant, associate or full professor of teaching duties for one full term so that the professor may pursue uninterrupted study and/or research. A study leave is for one semester at full salary and may not normally come within two years of another kind of leave. Study leave may never be combined with a sabbatical leave, and only one study leave may be taken between sabbatical leaves. To be eligible, the professor must have carried an unusually heavy teaching load for at least six consecutive terms and be judged to have had opportunities for scholarly development thereby impaired.

Normally the study leave is taken during the term that immediately follows three years of uninterrupted teaching. Requested at least one term in advance, it is for one term only and cannot be combined with other leaves or taken in the final term of university service.

A faculty member must submit a specific plan of study and/or research with the application for a study leave. The plan must provide for meeting the teaching responsibilities during the leave period without requiring additional staff appointments—perhaps by the faculty member's increasing his or her teaching load just before or after the leave. The period of leave must be used for study or personal research and not for outside consulting or other nonuniversity endeavors.

Please reference the Leaves for Professors and Academic Staff policy available online at

https://www.dfa.cornell.edu/sites/default/files/vol6_2_1.pdf