

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD5224S

Date of Senate Approval 04/04/2024

Statement of Faculty Senate Action:

FWDC 5:

Add Service While on Full Leave
Faculty Handbook Section 4.2.3 within [Section 4.2](#)

Effective Date: Immediately

Summary: This document introduces guidelines for service during full leaves of absence to the Faculty Handbook.

Rationale: The current Faculty Handbook does not address service during full leaves of absence, leading to uncertainty regarding how faculty and administrators should navigate such situations. While service while on full leave is generally discouraged, this proposal aims to define guidelines for university and departmental service work when faculty members are on full leave from their regular duties at UNC Asheville.

Add Section 4.2.3 as follows:

Service While on Full Leave

The purpose of this clarification is to establish guidelines for university and departmental service work while faculty members are on full leave from their regular duties at UNC Asheville, including leaves with pay, such as faculty exchange, professional development leave, and family and medical leave; leaves without pay; or other approved leave types as defined in Faculty Handbook Section 4.2. University and departmental service work while on full leave is generally discouraged.

Permission for Service on **Full** Leave:

Prior to the start of their leave, faculty members who wish to engage in university or departmental service work while on full leave must obtain written consent from the chair or program director and dean. In making a decision, the dean will consult with other deans and the provost, and, in the case of senate service and any appointment that comes through senate, the committee chair and senate chair, who will consult with EC.

Conditions for Approval:

No faculty member on an approved leave will be compelled to engage in service or other work for the university. Approval for university and departmental service work on full leave will be granted only if all parties deem it essential to the department, university, and faculty member. Examples of situations that may warrant approval include participation in strategic initiatives, situations where the faculty member's expertise is vital, emergency situations, and other compelling circumstances.

Faculty members who receive permission for university or departmental service work on full leave must adhere to any conditions set by the department chair or program director and dean, including reporting requirements. It is understood that generally they will receive no compensation for this work.