

# College of Arts and Sciences (CAS) Policy: Teaching Reductions, Research Leaves, and Grant-Supported Summer Salary

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This document describes College of Arts and Sciences (CAS) policy regarding teaching reductions, research leaves, and grant-supported summer salaries. It does not apply to intramural (i.e., internal) grants, which can include course reductions (e.g., Gannon Center Program). These policies presume that all extramural grant applications, including those submitted to foundations and private institutions, are submitted through the Office of Research Services (ORS) Proposal Transmittal and Approval Process (PTAP) application system.

## General Teaching Load Expectations

- A faculty member's teaching load must be evenly distributed by semester during the regular academic year (e.g., 2-2 load, not 3-1 or 4-0 load).
- All faculty members are expected to teach at least 1 class per semester, unless on a leave of absence or in administrative appointments that do not require teaching.
- A faculty member's teaching load during the regular academic year can neither be shifted to another academic year nor can it be reduced by teaching classes during either the January-term or summer sessions.

## Teaching Reductions Supported by External Grants

- All course buy-out (CBO) requests must be discussed with the faculty member's chairperson or director and must be approved by the CAS Associate Dean for Grants and the Dean before the submission of a grant proposal.
- All CBO requests must be submitted via [Course Buyout Request Form](#) before each semester.
- For each CBO, an external grant(s) must fund 15% of a faculty member's salary (9 or 12 months, *including* any administrative stipend or bonus) plus benefits (fringe).
- Faculty members are permitted 1 CBO per year, per external grant for a maximum of 2 CBOs in an academic year, with the stipulation that teaching load may not go below 1 course in a particular semester.
- On an exceptional basis, and when required by the granting agency, further use of CBOs to reduce teaching loads may be permitted, with the approval of both the Dean and the Provost.
- Large grants (e.g., > \$1.5M), with heavy responsibilities, may warrant a request for additional CBOs, which must be discussed with the CAS Associate Dean for Grants before grant proposal submission.
- CBOs do not release faculty members from service requirements or other faculty responsibilities; they reduce only teaching loads.
- All approvals must be uploaded to PTAP.

## Leaves of Absence

A Research Leave of Absence fully releases faculty members from teaching and service responsibilities. There are two types of paid faculty leaves of absence:

- 1) The first is the use of internal funding for a leave through the Faculty Development Research Program, in which faculty members receive full salary for 1 semester or half salary for an entire year. This program is administered by the Provost's Office. More information about the program can be found at:  
<https://www.luc.edu/academicaffairs/facultyaffairs/facultydevelopment/facultydevelopmentleaveprogram/>.
- 2) The second is the use of external funding for a leave. In these cases, funds from well-established and legitimate external sources, such as university-based institutes or grant-awarding entities, must be obtained to cover faculty members' full salaries. Faculty members may apply for a subvented leave if the external support does not fully cover their salary. The

subvented leave program requires that a minimum of 50% of base salary (*not including fringe or any administrative stipends*) must be obtained from an external source of funding.

Subvented leaves may be for either a full-year (2 semesters) or half-year (1 semester) leave.

- All externally supported leave requests must be submitted via PTAP and require prior approval from the chairperson or director and the CAS Associate Dean for Grants and the Dean before submission.
- If external grants or fellowships are close to the 50% minimum salary, faculty members may apply to the Dean's and Provost's Offices to "top off" the grant to meet the 50% threshold. Such requests for subvented leaves must be approved by the chairperson or director, the CAS Associate Dean for Grants and the Dean, and the Provost before applying for the grant.
- Faculty members may combine internal and external leaves during an academic year. The faculty member must seek approval in advance from the chairperson or director and the CAS Associate Dean for Grants and the Dean in advance to applying for an internally–externally supported full-year leave.
- Faculty members must have completed 3 full years (6 continuous semesters) of service, between the end of a leave to the start of the next leave, to be eligible for a leave through the Faculty Development Research Program or for a subvented (not 100% externally supported) leave. This restriction does not apply to a leave that is fully supported, including fringe, by an external award. Nonetheless, such leave requests (i.e., external applications that are submitted before the 6-semester rule) require approval from the chairperson or director, the Associate Dean for Grants, and the Dean before submission.
- On an exceptional basis, faculty members may apply to the Dean's Office for an unpaid leave of absence, for a maximum of 1 year (2 semesters). This must be discussed with the chairperson or director and the Dean as early as possible, and ultimately must be approved by the Provost Office.

### **Summer Salaries from External Sources**

The summer salary policy applies to faculty members on 9-month or 12-month contracts, including those with a major administrative role (e.g., Chair).

- **All** summer salary requests must be submitted to [CAS Summer Salary Request Form- 2024](#)
- The monthly summer salary is 1/9 of the non-administrative salary, which equals the Institutional Base Salary (IBS) minus any administrative stipend. This would be 100% effort in a given month.
- A separate request must be made for **each** of the summer months (June, July, and August), with the % effort (between 0 and 95%) for each month.
  - During each of the summer months, faculty members can receive up to 95% of their non-administrative salary.
  - Major administrators (e.g., Chairs) must seek approval from the CAS Associate Dean for Grants and the Dean to receive summer salary.
  - Requests should be submitted 4 weeks before the month to be paid, and all requests must be processed before the end of August.
- Exceptions can be requested to exceed 95% of non-administrative salary and must be reviewed and approved by **both** the Department Chair and the Vice Provost for Research and submitted to PTAP **before** making the salary request.
- Full summer salary guidance can be found at: [https://www.luc.edu/spa/policies\\_grant.html](https://www.luc.edu/spa/policies_grant.html).

If you have any questions, please contact Associate Dean for Grants Dan Killelea at [dkillelea@luc.edu](mailto:dkillelea@luc.edu)