

- 1.8.2 **Regents Service Professor.** Appointment to this title may be made for administrators who have rendered distinguished service to the University and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Recommendations shall be made by the dean of the appropriate college to the President. Appointment shall be for a period of four years and is not subject to renewal.
- 1.8.3 **Endowed or Supported Chairs or Professorships.** After receiving appropriate faculty counsel, the unit administrator may recommend that a person be appointed to an endowed or supported position in recognition for past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed positions will be subject to the rules and procedures governing other faculty members of the same rank.
- 1.8.4 **Emeritus Faculty.** Upon retirement, faculty members shall carry as emeritus the rank and title they were holding when retired, retain all professional rights, and be accorded privileges specifically authorized by the Board of Regents.
- 1.9 **Appointment to Administrative Positions.** An appropriate search and faculty consultation shall precede recommendation of appointment to administrative positions which entail supervision of faculty members or which have direct bearing on the work of the faculty.<sup>8</sup> The scope of the search for an administrative position will be recommended by the appropriate administrator, after faculty consultation, with final approval by the VPAA. Faculty consultation shall apply to all permanent appointments and administrative vacancies expected to last more than one semester.
- 1.10 **Faculty Leaves.**
- 1.10.1 **Health Leave.** Faculty members will occasionally be unable to perform regular duties due to personal illness, disability, maternity, paternity, or illness in their immediate families, referred to as "qualified conditions." The faculty members or someone representing them is responsible for notifying the unit administrator of qualified conditions affecting their work commitment. In order to accommodate the faculty member's leave requirements, Oklahoma State University has instituted a flexible health leave policy.
- 1.10.2 **Sabbatical Leave.** Upon recommendation of the President and approval by the Board of Regents, the University may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The University faculty member is entitled to apply for sabbatical leave from regular, scheduled duties for the purpose of professional development. Members of the

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<sup>8</sup> These positions include president and vice presidents, as well as associate/assistant vice presidents, deans, associate/assistant deans, directors of comparable rank, and unit administrators within the Division of Academic Affairs, Agricultural Sciences & Natural Resources, and Research & Technology Transfer.

faculty may apply for a maximum leave of one academic appointment period, not to exceed 12 months, at a reduced salary or a maximum leave of one-half the academic appointment period, not to exceed six months, at full salary. Under exceptional circumstances, a sabbatical leave may be broken into segments separated by periods of regular, scheduled duty. Medical and life insurance benefits, contributions to TIAA/CREF, and other employee retirement system contributions will continue at the full employment rate. Faculty members on or returning from sabbatical leaves will participate in raise programs according to University and departmental criteria and shall not be penalized for being on sabbatical leave during the evaluation period.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, college, or University. Requests for sabbatical leave shall be submitted to the VPAA through the appropriate unit administrator and dean.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment or since a previous sabbatical leave. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. Acceptance by the faculty member of sabbatical leave entails an obligation to serve the University for one subsequent academic appointment period, or refund to the University the salary and benefits earned while on leave. A faculty member on sabbatical leave may accept a fellowship, personal grant-in-aid, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.

- 1.10.3 Leave of Absence Without Pay.** Upon recommendation of the President and approval by the Board of Regents, a faculty member may be granted a leave of absence without pay for such period of time and conditions as stipulated. This is subject to applicable policies on participation in partisan political campaigns as well.

A request for leave without pay should be made as early as possible, preferably at least six months in advance, and shall normally not exceed one year in duration.

- 1.11 Resignations.** Resignations are initiated by the faculty member. It is expected that faculty resignations will be effective at the end of the academic year. Notice in writing is to be given at the earliest possible opportunity, but not later than May 15. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation in which they would otherwise be denied substantial professional advancement or other opportunity.

- 1.12 Administrative Suspensions.** An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of the University and