

## SCHOLARLY LEAVE OF ABSENCE (LOA) PROCEDURES FOR BASIC SCIENCES FACULTY

### Origination

- Scholarly LOA requests originates with the faculty member requesting the scholarly LOA.

### School of Medicine Basic Sciences Procedures

Any tenured or tenure-track faculty member who desires a scholarly leave of absence (SLOA) will make that request in writing to their department chair. The request must include the following items:

1. Beginning and ending dates of the SLOA
2. Location of the SLOA
3. Reason for the leave, including benefits to yourself and the School
4. Sources of funding that will be used to pay for the SLOA
5. Arrangements that will be made to maintain functionality of your laboratory while you're gone
6. How you have accounted for your role on student committees or other departmental/university committees you have obligations to and how those will be met while you are gone?

### Minimum Required Documents submitted by the Department to the Dean's Office Staff for a Scholarly LOA

1. A letter from the department chair, addressed to the dean, or the dean's designee, requesting the SLOA
2. A copy of the written proposed SLOA request submitted by the faculty member
3. Current CV
4. Any other documentation deemed applicable by the department

### Final Process – Scholarly LOA

Upon approval from the department chair, the assistant to the chair will submit the required documents to the dean's office staff for administrative review. After administrative review the request will be forwarded to the dean, or the dean's designee, for review. Upon approval from the dean, the dean's office staff will forward the scholarly LOA approval letter to the assistant to the chair, copying the department HR lead and grant manager, if applicable, for distribution to the faculty member. The dean's office staff will update the scholarly LOA information in the Faculty Information System (FIS).

**Please refer to the *Faculty Manual*, Part VI: Faculty Benefits; Chapter 4: Leaves of Absence. Section A: Scholarly Leaves of Absence for further details.**

(<https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/>)