

## William Paterson University Policy University Policy

<b>SUBJECT:</b>	University Policy		<b>TITLE:</b>	Paid Management with Faculty Rank Leave (PML)	
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> X	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	President and Cabinet Members		<b>Responsible Office:</b>	Human Resources	
<b>CODING:</b>	00-01-30-30	<b>ADOPTED:</b>	01/01/12	<b>AMENDED:</b>	
				<b>LAST REVIEWED:</b> 01/01/12	

### I. PURPOSE

The Paid Management Leave (PML) Guidelines are designed to provide senior-level administrators holding concurrent faculty rank, who wish to return to teaching on a full-time basis as a member of the faculty, with the opportunity to re-establish a research agenda or engage in other scholarly activities and prepare for classroom instruction in advance of returning to the classroom, and with institutional financial support to make such activities feasible.

### II. ACCOUNTABILITY

The implementation of this policy falls under the purview of the Office of Human Resources, with coordination with the Office of the Provost and Dean of the respective College in which the administrator holds faculty rank, with approval by the Office of the President.

### III. APPLICABILITY

Letters of Application for PML participation must be submitted in a timely manner for alternative arrangements for coverage of administrative responsibilities and will be subject to the support and recommendation of the President and final approval as a personnel action by the Board of Trustees. The decision of the Board of Trustees will be final.

### IV. ELIGIBILITY

1. Higher Education Managers at the level of Associate Dean or above, who hold concurrent faculty rank, will be considered for PML.
2. Candidates for PML must have completed a minimum of seven (7) consecutive years of service in administrative positions at the University in order to be eligible to apply.
3. PML will be limited to one (1) paid leave during the term of an individual's employment at the University.
4. Letters of Application for PML must be submitted to the appropriate supervisor and then by the supervisor to the President's Office in a timely manner so that alternative arrangements can be made. The letter of application must include a Statement of Purpose, Outline of Planned Activities, and Intended/Expected Outcomes associated with the requested paid leave.
5. PML participants will be expected to continue their employment at the University on a full-time basis for a minimum of one (1) academic year following participation.

### V. POLICY

1. Paid Management Leave may be awarded for a period of time not to exceed six (6) months.
2. Paid Management leave will be awarded at the discretion of the President based upon an assessment of the Purpose of the leave, Planned Activities, Intended/Expected Outcomes, and the length of time participant has been away from teaching on a full-time basis at the time of application.
3. The awarding of Paid Management Leave will be contingent upon the University's ability to maintain continuity of services and the availability of adequate financial resources. If insufficient funds exist to meet institutional needs the President may curtail, limit or cancel the opportunities for PML.
4. Compensation and Benefits
  - a. A PML participant will receive his/her regular salary at the equivalent faculty rank salary during an approved paid leave period.
  - b. A PML participant may be permitted to receive additional compensation in the form of fellowships, government grants and honoraria for purposes related to the leave, and part-time employment related directly to the project at an institution where he/she may be in residence for the purpose of study and research, or other educational purpose, in addition to the partial salary from the University, provided that total compensation from all sources does not exceed the participant's regular University salary. The PML may not be used to accept any form of paid employment during the period of the leave except as provided above. Acceptance of additional compensation while on paid leave will be subject to review and pre-approval by the Ethics Liaison Officer following submission of the Outside Employment/Activities Form.
  - c. PML participants will continue to receive the same State and University benefits as when actively working. Mandatory contributions for health and pension benefits will continue for the entire period of paid leave.
5. Returning From Paid Management Leave
  - a. PML participants will return from approved leaves effective with the first day of faculty obligation for next following academic semester. Effective upon return, the participant's will be changed to reflect his/her professional rank and the annual salary will be modified in conjunction with the then current AFT contractual salary range table or alternative means of assignment of salaries otherwise in use.
  - b. Program participants will provide a written summary of accomplishments/scholarly activities resulting from the PML to the Provost and Senior Vice President upon return from leave.
  - c. PML participants will assume full teaching loads for the academic semester immediately following the return from paid leave.

By Direction of the President:

Date: January 1, 2012

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(Office of the President)