

Faculty Leave Without Pay* (LWOP)

Principles and Process

Office of the Senior Vice President and Provost

A Leave Without Pay (LWOP) of up to one year may be granted at the discretion of the Senior Vice President and Provost upon recommendation of the respective Dean and Department Chair (see *Faculty Handbook* 4.5.3). A LWOP is not an entitlement and is not automatically granted. Each request will be reviewed on a case-by-case basis.

Principles

The following principles will guide the review by the Department Chair, Dean, and Senior Vice President and Provost:

- There must be a distinct benefit to the institution as well as to the faculty member
- Instructional and research programs will not be unnecessarily interrupted or impacted, including the faculty member's ability to manage existing grants, and supervise/mentor graduate students and post docs
- The faculty member's usual duties will be satisfactorily covered by other faculty or a replacement hire, without any extra cost to ISU net of salary savings
- There is a high probability that the faculty member will return to ISU at the conclusion of the LWOP
- A LWOP is generally supported if:
 - the faculty member has received an invitation to visit another institution due to an honorary designation (i.e., fellowship) and the experience is beneficial to the faculty member and ISU
 - the faculty member is accepting a promotion to an administrative position elsewhere
- A LWOP request may be denied if:
 - the faculty member's performance has been substandard
 - the faculty member has accepted a regular faculty appointment at another institution

Procedure

1. A request for LWOP is initiated in writing by the faculty member. The Department Chair should not communicate affirmatively (verbally or in writing) with the faculty requestor prior to final approval of the request by the Provost
2. If approved by the Chair, the request – which shall include the reasons for the leave, and address each principle stated above – is forwarded to the Dean
3. If approved by the Dean, the request is forwarded to the SVPP Office
4. If approved by the Provost, the decision is communicated to Dean, Chair and faculty member, as well as the College HR Partner/Coordinator
5. Each approved request will require written confirmation from the faculty member that s/he will return for the next academic year, or will provide a resignation letter on or before March 1

ISU Faculty Handbook 4.5.3 - Leave of Absence without Pay

Leave of absence without pay may be granted for research or similar professional activity or for compelling personal reasons. A request for a leave is initiated by the faculty member and requires the approval of the chair, dean, and senior vice president and provost.

The letter of request should include the reasons for the leave and, in the case of leave for professional reasons, should describe the benefit to the university upon the individual's return. Approval of leave for professional activity is contingent on the professional benefits to the individual and the university, and the availability of qualified replacements.

Leave may be granted for one year or less. Requests for extension of a leave beyond one year are considered to be exceptional. They are granted only when the leave serves the long term interests of academic programs at Iowa State University.

Ordinarily, leaves of absence are not granted to faculty who have accepted new permanent employment nor are they granted to untenured faculty in their terminal year of employment. See [Leave of Absence without Pay policy in the Policy Library](#) and the [Family Leave section of the Family and Medical Leave Act \(FMLA\) policy in the Policy Library](#).