Professional/Scholarly Leave verse Reassignment of Duties

	Professional/Scholarly Leave Procedure	Reassigment of Duties
Eligibility	9 month faculty members	9 and 12 month faculty members
Deadline	No deadline but should be submitted at least 30 days before semester of leave	1st Friday in November of each year by 5pm
Rank	Tenured at the rank of associate professor or above	Tenured at the rank of associate professor or above
Forms	AA-32 required	AA-32 not required; please see the application process in the policy
Report	No report required	Report required and should be submitted to the department at the end of the leave
Duration and Compensation	You can request with full pay for one semester, partial pay up to two semesters and without pay up to two semesters. Anything over two semesters will require another AA-32 form	You can request full pay for one semester or partial pay for two semesters
Processing	All requests from Colleges processed through Academic Affairs	Leave processed in Academic Affairs for COAA, COB, COED, CCI and CHHS. CHESS, KCOS, COEN will handle/fund their own requests
AA Funding	Academic Affairs funding can be requested for course coverage	Academic Affairs funding can be requested for course coverage
Benefits Continuation	You can choose to continue or discontinue health insurance and retirement	Faculty on a RD will continue to receive university contributions for the State Health Plan. They will also continue to receive the University's contributions for the N.C. Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program
Further Service and Subsequent Reassigned Time	N/A	Faculty members are eligible to apply for an additional RD after six years of further service
Supplemental Pay	In some cases, faculty may be receiving partial salary from an external source. In these cases, the faculty member's total salary should not exceed the approved annual salary for the period of the RD, not including funds awarded to cover living expenses and travel for the RD spent away from campus as well as administrative assistance, research, publication, and other expenses related to the approved project.	In some cases, faculty may be receiving partial salary from an external source. In these cases, the faculty member's total salary should not exceed the approved annual salary for the period of the RD, not including funds awarded to cover living expenses and travel for the RD spent away from campus as well as administrative assistance, research, publication, and other expenses related to the approved project.