


TO: Deans and Department Heads

CC: Andrew Comrie, Provost and Senior Vice President
Kimberly Espy, Senior Vice President for Research
Joe G.N. "Skip" Garcia, Senior Vice President for Health Sciences
Allison M. Vaillancourt, Vice President for Human Resources
Laura Johnson, Vice President for Legal Affairs and General Counsel

FROM: Thomas Miller, Vice Provost 

SUBJECT: Leaves without pay for faculty taking positions elsewhere

DATE: May 26, 2015

If a faculty member wishes to take a Leave without Pay (LWOP) in order to teach or do research in a nontenure-track position at another institution for a semester or a year, and if those outside duties are seen to complement rather than conflict with the faculty member's duties at the University of Arizona, the faculty member may request a leave without pay, pursuant to UHAP 8.04.01.

The faculty member must submit a written request to his or her head indicating the reason for the leave and the leave schedule. Forms are available on the Human Resources website to make such requests: http://www.hr.arizona.edu/07_sep/LOA/LOA_eeRequest.php

The leave must be recommended by the head, dean, and appropriate vice president, if applicable, and approved by the Provost: http://www.hr.arizona.edu/07_sep/LOA/LOA_Prov_Approv.php

The Provost's decision will be based on the merit of the request and on certification by the department head and the dean involved that the employee's absence will not jeopardize normal operations. If there is to be any use of University facilities, the financial arrangements for reimbursing the University must be approved by the head, dean, and Provost.

In general, it is not permissible to be employed by more than one institution of higher education at the same time. UHAP 2.06.06 states specifically:

Full-time appointed personnel of the University may not be simultaneously employed as faculty members, professional staff, or administrators at any other postsecondary educational institution. Such employment is regarded as a prima facie conflict of interest. However, brief consultancies and collaborative research which meet the stipulations above [as set out in UHAP 2.06.06] may be permitted with other postsecondary institutions.

All such commitments and arrangements must be reviewed against University and ABOR policies regarding outside employment and conflicts of interest. Pursuant to these policies, approval will not be granted for leaves to take permanent positions at other institutions. For more information on the rules on outside employment, please consult UHAP 2.06.06:

<http://hr.arizona.edu/policy/appointed-personnel/2.06.06>

For more information on the rules on conflicts of interest and conflicts of commitment, please consult our revised Conflict of Interest and Conflict of Commitment policies, which are administered by the Office for the Responsible Conduct of Research: <http://orcr.arizona.edu/coi>

