

Complete Title: **Research Leave Policy for Clinical Faculty**

Approved by: **MDSM Council**

Date of Most Recent Approval: **June 8, 2005**

Supersedes/Amends Policy Dated:

Next Scheduled Review: **TBD**

Responsible Executive: **Dean & Vice President, Faculty of Health Sciences**

Policy Specific Enquiries: **FHS Faculty Relations (fhsfr@mcmaster.ca)**

General Policy Inquiries: **FHS Secretariat (fhssec@mcmaster.ca)**

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TYPES OF LEAVES

TYPE A - 12 MONTHS	TYPE B - 6 MONTHS	TYPE C - 3 MONTHS	TYPE D - 6 MONTHS
90% Base Salary 25% of Ceiling or 70% total income <ul style="list-style-type: none"> • whichever has the lesser impact on the Dept. finances • once per 7 years 	100% Base Salary plus 0-100% of Ceiling <ul style="list-style-type: none"> • depending on billings in the remaining six months • once per 7 years 	100% Base Salary plus 0-100% of Ceiling <ul style="list-style-type: none"> • depending on billings in the remaining nine months • once per 7 years 	90% Base Salary plus 0-100% of Ceiling <ul style="list-style-type: none"> • depending on billings during the remaining six months • The individual may apply after 3 years of full-time service subsequent to a previous leave.

ADDITIONAL CONSIDERATIONS

1. The research leave is a privilege, not a right.
2. The Faculty member is eligible to apply for a research leave to be taken at the various times indicated in the detailed regulations
3. The application for research leave will be considered by the chair in consultation with the Chair’s Advisory Group and if supported, the chair will recommend the application to the Clinical Chair’s Committee
4. The decision to grant a research leave will be taken by the Clinical Chair’s Committee based upon the following criteria:
 - a. The quality of the proposed research and scholarly pursuit
 - b. The availability of resources
5. The Department will continue to flow salary support to those individuals whose salary derives from MET, T&R and FSE sources.
6. The Department will take responsibility for the provision of salary support for those individuals whose base salary derives from Department funds. In general, base salary support in such instances will be possible only if

the individual achieves sufficient clinical billings, or if an outside source (i.e. hospital or research agency) is prepared to sustain the salary during the research leave.

7. For a one year research leave, the portion of ceiling provided to the individual must come from the department. For a research leave of 3-6 months, the portion of ceiling provided to the individual depends entirely upon the ability of the individual to generate billings during the remaining 6-9 months of the academic year. If 100% of annual ceilings can be generated, this will be paid and pro-rated for any billings below 100% of annual ceiling.
8. A clinical department in a deficit position on the clinical practice plan will not be allowed to incur costs for a research leave as the result of providing ceiling payments, replacement hiring, or loss of overage income.
9. Within four months of completion of the research leave, the Faculty member will be required to submit a written report to the department chair and the Advisory Group on the accomplishments during the research leave. The report allows for proper evaluation of the Faculty member's accomplishments while on leave, and becomes part of the material considered for career progress merit assessments of the coming year.