

University of Nebraska

Board of Regents Policies

Contains Amendments through November 18, 2016

10. During the year awarded for study, the duties of each awardee will be: deferred until the faculty member returns; assumed by colleagues; and/or carried by temporary staff employed by funds made available by salary savings from the half-salary awards.

Reference: BRUN, Minutes, 45, p. 169 (January 17, 1981).

RP-4.2.3 Faculty Development Fellowships

1. Eligibility for participation in the Faculty Development Fellowship program is limited to persons who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate or full professor, or equivalent rank. Faculty Development Fellowships will be available on a competitive basis, rather than as an automatic reward for years of service. However, it is expected that all qualified faculty will be eligible to participate in the program. The program cannot be used for the purpose of pursuing an advanced degree.
2. A Faculty Development Fellowship will provide the faculty member with full pay for one-half of his or her normal appointment period, or 50% of regular pay for all of his or her normal appointment period, in order to engage in scholarly research, artistic activity, or study of teaching or professional innovations which will improve the faculty member's ability to contribute to the academic programs of the University of Nebraska. During the period of the fellowship award, the University will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled. Emphasis will be directed toward maximum flexibility in fashioning fellowship proposals to the respective campus program structures. It is presumed that the benefits of the fellowships will be enjoyed by the University for many years after the fellowship has been completed, but it is required that each award recipient spend at least one year in the employment of the University after completing the fellowship.
3. Six full years of service must elapse before a candidate who has previously been awarded a Faculty Development Fellowship is eligible to be considered again.
4. A faculty member's fellowship stipend can be supplemented with outside funds up to a level of the faculty member's normal full-time compensation.
5. The number of fellowship awards available each year should be one award for every ten eligible faculty members. Additional fellowship applications will be considered on an individual basis.
6. Within each campus, fellowship awards will be made on a competitive basis under rules promulgated by the Chancellor, in consultation with the faculty. Fellowships will be awarded with due regard to the benefits to be derived by both the faculty member and the University. Application for the program must be in the form of a written, detailed proposal submitted well in advance of the anticipated starting date of the fellowship. The proposal must provide evidence that the activities contemplated for the fellowship can actually be carried out. In particular, evidence of concurrence on the part of any proposed participating institution and/or individuals must be provided. Final recommendations to the President and Regents for Faculty Development Fellowship award recipients on each campus will be made by the cognizant Chancellor.
7. If, after a fellowship award has been announced, it becomes apparent that the specific proposal for that fellowship cannot be implemented, the award may be continued on the basis of an alternative proposal, or deferred, or withdrawn, at the discretion of the cognizant Chancellor.
8. In reviewing applications for fellowships, consideration may be given to any previous leaves granted to the applicant during the six preceding appointment years.
9. Upon return to normal academic duties, a person awarded a fellowship must file a written report with the cognizant Chancellor that compares the faculty member's actual activities with those outlined in the proposal, the relationship of these activities to his or her intellectual, artistic, and/or professional growth within his or her discipline, and the ways in which the faculty member feels

that experience gained during the fellowship will improve his or her performance as a faculty member at the University.

10. During the fellowship period the duties of each award recipient will be deferred until the faculty member returns, or assumed by replacement faculty or undertaken by another faculty member in the department.

Reference: BRUN, Minutes, 54, p. 132 (April 8, 1989).

RP-4.2.4 Maude Hammond Fling Fellowships (Repealed)

The Maude Hammond Fling Fellowships Policy, adopted December 11, 1971, BRUN Minutes, 34, pp. 21-21, is repealed.

Reference: BRUN, Minutes, 34, pp. 20-21 (December 11, 1971).
BRUN, Minutes, 35, p. 170 (December 9, 1972).
BRUN, Minutes, 54, p. 213 (July 22, 1989).
BRUN, Minutes, 74, pp. 19-30 (May 25, 2016).

RP-4.2.5 Health Care Policy for Tenured Early Retirees (Repealed)

University of Nebraska Health Care Policy for Tenured Early Retirees, adopted November 22, 1997, BRUN Minutes, 61, p. 86, is repealed.

Reference: BRUN, Minutes, 61, p. 86 (November 22, 1997).
BRUN, Minutes, 66, p. 52 (September 8, 2006).

RP-4.2.6 Emeritus Status

Emeritus status is the rank customarily awarded by the President or Chancellor of each campus to a faculty member at the time of his or her retirement. Emeritus status is given in recognition of substantial service rendered to the University in the field of teaching, research, or service and to facilitate retired faculty to continue their research and to provide advice and the benefits of their expertise to colleagues and students. Emeritus status may also be given to senior administrators including, but not limited to, Chancellors, Vice Presidents, Vice Chancellors, Deans, and other administrators whose work with academic programs has contributed to the educational work of the University.

The Board of Regents must approve emeritus status for a retiring president.

Designations of emeritus status are reported to the Board of Regents in the regularly scheduled personnel reports.

While length of service is not necessarily material, employment for at least ten years is to be presumed, although exceptions to this term may be made by the President or Chancellor awarding the emeritus rank.

1. General Principles

While it is believed that, because of past service, there are substantial perquisites and privileges which should accrue to persons who have retired from active service to the University because of having reached retirement age or because of ill health, emeritus status normally signifies non-activity in connection with all assigned duties. Retirement should not sever all appropriate connection between the person and the University, and emeritus members are encouraged to maintain their associations and to continue study, scholarly investigation, and professional advising of students.

Bylaws
of the
Board of Regents
of the
University of Nebraska



Contains Amendments Through May 25, 2016

Canons of Interpretation

The University of Nebraska has prohibited invidious discrimination on the basis of sex since it was founded [Charter of the University of Nebraska, Section 18, in Board of Regents of the University of Nebraska, Minutes, 1,8 (15 February 1869)], and has reaffirmed its commitment to this position from time to time over the years.

To prevent misinterpretation of the use of masculine pronouns in various pronouncements of the Board, sections of the *Bylaws* of the Board, and rules and regulations of the University, the following canons of interpretation are hereby adopted by the Board of Regents for retroactive and prospective application:

1. Words importing the masculine gender may be applied to females.
2. Words importing the plural number may include the singular.

The Corporation Secretary, or anyone designated by that officer, is hereby authorized to take the appropriate steps in modifying all *Bylaws*, policies, rules and regulations to conform with the canons listed above as the contexts may require, and the interests of clarity may dictate.

History: Added, 42 BRUN 150-151 (10 Nov. 1978).

The Board of Regents
University of Nebraska
3835 Holdrege Street
Lincoln, Nebraska 68583-0745

Carmen K. Maurer, Corporation Secretary

These *Bylaws* became effective, as approved by the Board of Regents of the University of Nebraska, on August 20, 1973. Subsequent changes were approved by the Board on the dates listed on the inside back cover. Copies of the updated *Bylaws* may be found at www.nebraska.edu or in the office of the Corporation Secretary.

day following the New Year's holiday (as defined by the President), and the period of the Fall and Spring Recesses.

Other members of the managerial-professional staff and other academic staff on all-year appointments shall earn and receive eight (8) hours of vacation per month during each of the first two years of employment, twelve (12) hours of vacation per month during the third through the fifth year of employment and sixteen (16) hours of vacation per month during each year thereafter, provided that, once an employee has accumulated two hundred eighty (280) hours of unused vacation, he or she shall not earn or receive additional vacation until his or her accumulated and unused vacation is less than two hundred eighty (280) hours.

In addition, all members of the professional staff are entitled to all legal and University holidays each year or their equivalent.

Except as to vacation fixed by the calendar for the academic year, employees shall be encouraged to take vacation each year during times that do not interfere with the conduct of University business.

History: Amended, 66 BRUN 81 (09 March 2007)
Amended, 43 BRUN 42 (18 May 1979)
Amended, 49 BRUN 300 (16 June 1984)

3.4.3 Leaves of Absence.

3.4.3.1 **Academic Leaves of Absence.** The President may approve leaves of absence not to exceed one year to members of the permanent professional staff holding fulltime appointments, or part-time appointments of at least one-half full-time equivalent (.5 FTE), with or without stipends, as follows:

(a) To carry out a specific program of teaching, research, or other creative work when the described project seems significant and the qualifications of the applicant adequate to its attainment.

(b) To acquire, through study, observations, interviews, travel, and cultural interchanges within the United States and abroad, new concepts, data, and procedures when, in the opinion of the appropriate committees and officers of the administration, such leaves will result in the improvement of the quality of instruction and research and contribute towards the enhancement of the scholarly prestige of the University.

(c) To render services sponsored or approved by the University or otherwise recognized as significant, such as assisting in the establishment or operation of new teaching extension, or research programs in the United States and abroad.

Such leaves may be extended for one additional year with approval of the President. No leaves of absence with pay will be approved by the President except in cases where it is demonstrated to the satisfaction of the President that the best interests of the University will be substantially and directly promoted by granting such leave of absence with pay, and that the recipient of the leave of absence with pay has agreed to resume his or her duties at the University of Nebraska upon termination of the leave and continue such duties for a period of at least one academic year and, if he or she fails to do so in strict accordance with his or her agreement, agrees to reimburse the University for all pay received during the leave of absence.

All granting of leaves of absence shall be contingent on satisfactory replacement or other arrangements having been made to the end that instruction and research in the department involved will not be disrupted.

History: Amended, 48 BRUN 5 (15 Jan. 1983)
Amended 66 BRUN 37 (15 June 2006)

3.4.3.2 **Stipends for Leaves of Absence.** Stipends for academic leaves of absence shall be subject to the following conditions:

(a) No limitation is placed on total stipend in cases where leave is granted without University financial support.

(b) Staff members granted leave with University pay are permitted to accept grants to augment their income for the purpose of covering necessary travel expenses and increased cost-of-living while working outside the immediate University area.

(c) Leaves with pay ordinarily will not be granted for the purpose of carrying out work leading to higher degrees.

(d) The Board may provide for a regular system of sabbatical leaves for fulltime faculty members and administrators.

3.4.3.3 **Leaves of Absence Due to Disability.** Whenever a member of the managerial professional staff designated in accordance with policy adopted by the Board or any member of the full-time permanent academic-administrative staff is temporarily disabled due to illness or accident, such staff member upon approval of his or her supervising administrator shall be paid his or her regular salary during the period of such disability, but in no event exceeding a period of six months, less:

(a) The amount received during such time as worker's compensation; and

(b) The amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the supervising administrator of the staff member. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the supervising administrator of the staff member.

Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and the President and approval by the Board. Other members of the managerial-professional staff shall accumulate one day of sick leave per month for the first two years of employment; thereafter, the foregoing provisions for the academic-administrative staff shall apply.

In order to comply with the terms of existing United States Civil Service retirement regulations, Cooperative Extension staff with federal appointments will accumulate sick or injury leave at the rate of one month per year.

Past or present service retirement benefits will not be paid during the period of an extended disability leave.

UNIVERSITY OF NEBRASKA-LINCOLN
Institute of Agriculture and Natural Resources (<http://ianrhome.unl.edu>)

At Work For Nebraska

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Last updated: 08/06/98

FACULTY DEVELOPMENT FELLOWSHIP PROGRAM IANR SUPPLEMENTAL GUIDELINES

August 1993

INTRODUCTION

The University of Nebraska Board of Regents policies provides for a Faculty Development Fellowship Program. This may be found in Section IV. D. of the UNL Faculty Handbook. Administrative policy of the Board provides for the development of unit policies governing the Faculty Development Program. Since the program does not address specific procedural policies, this document is developed to provide supplemental guidelines to assist IANR in administering the program.

1. Faculty development fellowships are not an entitlement, rather a leave request evaluated on the basis of how much it will improve the faculty member's ability to contribute to the academic programs of their administrative unit. A fellowship should not have a significant adverse impact on the productivity of the unit.
2. Faculty are encouraged to participate in 12-month fellowship appointments if on a 12-month (all-year) appointment or at least 9 months if on an academic-year appointment. Normally, it is expected this appointment period is necessary for the faculty member and the University to receive the full benefits of the program. Less than the above-stated fellowship appointment time periods will be considered if it can be shown that the faculty member and the University can still receive substantial benefits.
3. No faculty development fellowship appointments will be approved for less than six months if on a 12-month (all-year) appointment or one semester if on an academic-year appointment. Periods less than these as specified above shall be considered as academic leaves of absence or a change of duty station. Note: A change of duty station is an action whereby a faculty member is temporarily assigned to a different work location with the faculty member performing essentially the same duties and responsibilities.
4. The change of duty station assignment should require specific outcomes and be for the benefit of the administrative unit. A change of duty station is

not a pre-faculty development fellowship. It should not be used for the express purpose of exploring the possibilities of or making arrangements for a fellowship leave. A reasonable amount of time should elapse between a change of duty station and a faculty development fellowship.

5. The agreed upon fellowship appointment period may be supplemented with faculty vacation time as long as the fellowship appointment period combined with the vacation time does not result in the faculty member being away from their University duties and responsibilities for more than 12 continuous months. Vacation time is not considered part of the official faculty development fellowship appointment period.

6. Vacation for all-year faculty will be earned while participating in the fellowship program. The amount earned is proportionate to the amount of salary received from the University while participating in the fellowship program in comparison to the amount of regular full-time, all-year salary that would have been received during that time period. For faculty on academic-year appointments, the vacation is a fraction of the University calendar.

7. The Board of Regents policy allows supplementing the fellowship stipend with outside funds as long as the total monthly compensation does not exceed the level established by the Board of Regents at the beginning of the fiscal year. State appropriated, tuition, federal formula, revolving, grant or contract funds are not considered outside funds. However, grant or contract funds can be used as supplemental salary/fringe benefit funding if the award letter specifically identifies that the funds are to be used for this purpose.

8. Only outside funds can be utilized to cover the costs of travel and living expenses associated with the faculty development fellowship leave. These expenses must be specifically approved in the notice awarding the grant or contract.

9. Total compensation from outside funds to supplement the fellowship stipend cannot exceed one-half of the faculty member's regular, full-time pay.

10. A faculty member on an approved Faculty Development Fellowship Program appointment regardless of the appointment period shall receive pay equal to six months of their regular pay if on a 12-month (all-year) appointment or one semester, if on an academic-year appointment.

11. Following the faculty member's return, a written report on the leave should be submitted to the Vice Chancellor with a copy to the appropriate dean(s).

[Faculty Development Fellowship Form \(/c/document_library/get_file?uuid=220f07f5-904b-443c-86f3-2d2328749eca&groupId=1860&.pdf\)](#)

[Faculty Development Fellowship Leave Form \(/c/document_library/get_file?uuid=24ada7e9-afb3-4cc4-a285-03f39b835beb&groupId=1860&.pdf\)](#)

**APPLICATION FOR
FACULTY DEVELOPMENT FELLOWSHIP
INSTITUTE OF AGRICULTURE AND NATURAL RESOURCES
UNIVERSITY OF NEBRASKA-LINCOLN**

NAME: _____ **TITLE:** _____

ADMINISTRATIVE UNIT: _____ **PHONE NO.:** _____

PROPOSED DATES FOR THIS FELLOWSHIP: From _____ to _____

LIST ALL POSITIONS (AND DATES) HELD AT THE UNIVERSITY OF NEBRASKA (REVERSE CHRONOLOGY) INCLUDING DATES OF PREVIOUS LEAVES (EACH YEAR SHOULD BE ACCOUNTED FOR):

PROPOSED ACTIVITIES DURING FELLOWSHIP: (A letter of support should be attached from a responsible authority at institution where fellowship will be held).

HOW IS PROPOSED FELLOWSHIP RELATED TO YOUR PRESENT OR ANTICIPATED JOB RESPONSIBILITIES?

INDICATE POTENTIAL BENEFIT THE FELLOWSHIP WILL PROVIDE TO YOU, YOUR ADMINISTRATIVE UNIT, THE INSTITUTE OF AGRICULTURE AND NATURAL RESOURCES, AND THE UNIVERSITY:

CURRENT JOB RESPONSIBILITIES:

HOW WILL YOUR PRESENT RESPONSIBILITIES BE COVERED DURING YOUR ABSENCE?

ADDITIONAL SUPPORT AND RESOURCES ANTICIPATED FOR THIS FELLOWSHIP
(Supplemental support from outside sources plus the fellowship stipend cannot exceed the applicant's full-time compensation):

ADDITIONAL RELEVANT INFORMATION, IF APPROPRIATE:

SIGNATURE OF APPLICANT:

_____ Date: _____

RECOMMENDATION:

Unit Administrator(s) _____ Date: _____

Dean: _____ Date: _____

Dean: _____ Date: _____

Vice Chancellor, IANR: _____ Date: _____

Official Approval: _____ Date: _____

Faculty Development Fellowship

I hereby acknowledge that I have read, understand, and agree to follow the rules contained in Section 3.4.3.1 of the Bylaws of the Regents and in the Faculty Development Fellowship policy written below, if I should be approved for such a leave.

NAME

DATE

FACULTY DEVELOPMENT FELLOWSHIPS

1. Eligibility for participation in the Faculty Development Fellowship program is limited to persons who have held full-time appointments within the University of Nebraska for six years or more at the rank of assistant, associate, or full professor, or equivalent rank. Faculty Development Fellowships will be available on a competitive basis, rather than as an automatic reward for years of service. The program cannot be used for the purpose of pursuing an advanced degree.
2. A Faculty Development Fellowship will provide the faculty member with full pay for one-half of his or her normal appointment period, or 50% of regular pay for all of his or her normal appointment period, in order to engage in scholarly research, artistic activity, or study of teaching or professional innovations which will improve the faculty member's ability to contribute to the academic programs of the University of Nebraska. During the period of the fellowship award, the University will continue to make its full contribution to the various employee benefit programs in which the individual is enrolled. Emphasis will be directed toward maximum flexibility in fashioning fellowship proposals to the respective campus program structures. It is presumed that the benefits of the fellowships will be enjoyed by the University for many years after the fellowship has been completed, but it is required that each award recipient spend at least one year in the employment of the University after completing the fellowship.
3. Six full years of service must elapse before a candidate who has previously been awarded a Faculty Development Fellowship is eligible to be considered again.
4. A faculty member's fellowship stipend can be supplemented with outside funds up to a level of the faculty member's normal full-time compensation.
5. The number of fellowship awards available each year should be one award for every ten eligible faculty members. Additional fellowship applications will be considered on an individual basis.
6. Within each campus, fellowship awards will be made on a competitive basis under rules promulgated by the Chancellor, in consultation with the faculty. Fellowships will be awarded with due regard to the benefits to be derived by both the faculty member and the

University. Application for the program must be in the form of a written, detailed proposal submitted well in advance of the anticipated starting date of the fellowship. The proposal must provide evidence that the activities contemplated for the fellowship can actually be carried out. In particular, evidence of concurrence on the part of any proposed participating institution and/or individuals must be provided. Final recommendations to the President and Regents for Faculty Development Fellowship award recipients on each campus will be made by the Chancellor.

7. If, after a fellowship award has been announced, it becomes apparent that the specific proposal for that fellowship cannot be implemented, the award may be continued on the basis of an alternative proposal, or deferred, or withdrawn, at the discretion of the cognizant Chancellor.
8. In reviewing applications for fellowships, consideration may be given to any previous leaves granted to the applicant during the six preceding appointment years.
9. Upon return to normal academic duties, a person awarded a fellowship must file a written report with the cognizant Chancellor that compares the faculty member's actual activities with those outlined in the proposal, the relationship of these activities to his or her intellectual, artistic, and/or professional growth within his or her discipline, and the ways in which the faculty member feels that experience gained during the fellowship will improve his or her performance as a faculty member at the University.
10. During the fellowship period the duties of each award recipient will be deferred until the fellow returns; assumed by colleagues; and/or carried out by temporary staff employed from funds made available by salary savings from full-year fellows.

**APPLICATION FOR LEAVE OF ABSENCE
UNIVERSITY OF NEBRASKA-LINCOLN
(Revised August 2013)**

Granting of leaves of absence is contingent on satisfactory replacement or other arrangements having been made so that responsibilities of the individual are covered and functions in the department are not disrupted. [Board of Regents Bylaws 3.43] Approval for leave is not automatic except as required by law or UNL policies. NOTE: Educational and Faculty Development Fellowships must provide value to the institution.

All Leaves of Absences must be reported to the Board of Regents except for the following: (1) first six months of sick leave; (2) military leave; (3) jury leave; and (4) Family Medical Leave.

Requests for leave should be submitted 30 days prior to the leave unless the situation precludes doing so.

Name of Applicant: _____

College: _____

Unit: _____

Rank: _____

Hire Date: _____

Leave of Absence Requested:

- Military [also found in Firefly; 10-day notification required (without emergency status); 15 days automatically granted.]
- Jury or Civil [In most cases, not an option to not approve.]
- Personal [Attach relevant support documentation.]
- Temporary Disability/Sick [If sick leave goes beyond 6 months, applicant must have prior approval of the Board of Regents to extend the sick leave.]
- Educational [e.g., Fellowship, Visiting Scientist]
- Faculty Development Fellowship [Attach other required forms.]
- Family Medical Leave [Attach Request for Family/Medical Leave form; other documentation stays in the Business Center. Approval forms returned to Business Center to be submitted to Human Resources.]
- Leave Without Pay¹
- Other: [Explain – NOTE: This includes use of crisis leave.]

Date of Leave of Absence

OR

Dates of Fellowship or Visiting Scientist (Proposal or Agreement must be attached ²):

- Fall Semester: _____
- Spring Semester: _____
- Academic Year: _____
- Other: _____

Signature of Applicant

Date

APPROVALS:

Chair/Head/Director/District Director

Date

Chair/Head/Director/District Director

Date

Dean

Date

Dean

Date

IANR Vice Chancellor

Date

-Over for additional information-

¹ The information below is taken from the University of Nebraska Administration Human Resources Handbook for Policies. The PREFACE states: "The following University-wide Human Resource Policies are applicable to the Managerial-Professional and Office and Service Staff. However, some policies are applicable to all employees of the University regardless of employees classification based on Board of Regents Bylaws and Policies."

LEAVE OF ABSENCE

- 1.0 Regular employees may be granted a leave of absence without pay for a maximum of one (1) year.
 - 1.1 For professional staff a leave of absence may be extended one (1) additional year as granted by the Board of Regents.
- 2.0 Upon return from leave, the employee shall be entitled to the same or comparable position subject to budgetary limitations.
- 3.0 A leave of absence shall be granted only when it is in the best interest of the University.
- 4.0 Sick leave and vacation leave shall not accrue during a leave of absence. All unused vacation leave shall be used prior to the effective date of the leave of absence. All unused accrued sick leave shall be carried forward upon return from the leave of absence
- 5.0 For the purpose of service award recognition, an employee's service date is adjusted for leave of absence without pay.

The following information is taken from the University of Nebraska-Lincoln Human Resources web site.

LEAVE OF ABSENCE WITHOUT PAY

Regular employees, including those on corrective probation, may be granted leave of absence without pay with approval of the employing department and Human Resources. Such leave may be granted for a maximum of one year.

A leave of absence ensures the employee the same or a similar job upon returning to UNL. The department is responsible for working with the employee to document the agreement in advance of the leave.

All accrued vacation leave must be used before the effective date of a leave of absence. Except for family/medical leave and certain instances involving military leave, an employee who has an accrued vacation balance will not be granted leave without pay. Departments may, however, choose not to pay an employee for an absence that is not appropriately requested or approved.

Compensatory time must be taken or paid out before a leave without pay.

Sick leave and vacation leave do not accrue during a leave of absence without pay.

Insurance benefits may be continued during a leave of absence with the employee paying the entire premium. Employees should contact the Benefits Office (472-2600) prior to the leave for further information. For employees on family/medical leave the University's contribution to insurance benefits will continue.

It is the department's responsibility to document a leave of absence with a PAF and to adjust the service date to reflect any leave of absence longer than 14 calendar days [UNL Human Resources Policy].

² Form available at IANR Supplemental Guidelines for Faculty Development Fellowship Program on the IANR home page under Faculty and Staff, Administration and Governance, IANR Policy Files