

PROTOCOL FOR RESEARCH LEAVES IN TENURE TRACK

RESEARCH LEAVE

To encourage individual and organizational level renewal in accordance with the Aalto University's strategy, research leave is provided for the members of tenured faculty (Tenured Associate Professors, Full Professors and Distinguished Professors).

Research leave is granted for the purpose of undisturbed research work, and artistic activities, as well as continuing professional development, for example in another international university, research institute or industrial research position. During the time of the research leave, the Faculty members are exempt from teaching and administrative duties. The Faculty members are encouraged to spend at least a part of the research leave abroad.

Tenured professors earn six (6) months of research leave with full pay per full six (6) years of service to the Aalto University as a professor with permanent employment. In addition to this full paid 6 month period, the research leave may be extended by another six months, but the costs of this period will need to be covered by external funding. The maximum duration of the research leave is therefore twelve (12) months, of which six (6) months are paid for full salary from the university's basic funding, and the other 6 months are to be acquired from other funding sources. In addition, it is also encouraged to apply for external funding to cover other extra expenses due to the research leave period.

A person may not, in any case, conduct a research leave of a length of more than one year continuously. A faculty member on research leave should stay employed at Aalto University for at least one year after the research leave period. In principle, a research leave is not intended for a faculty member whose employment contract is ending soon, e.g. close to retirement. Practices and procedures regarding secondary occupations at Aalto University shall be taken into account during the research leave.

Process guidelines for Research leave

The Professor shall discuss with the Head of the Department well in advance about his/her intentions to apply for a research leave. The actual process starts when the Professor makes an application for a research leave. The application must include a detailed plan for the research, justifications of its added value for the renewal of research and/or artistic activities, and visiting plan. The Head of Department reviews the case and makes a recommendation to the Dean on granting research leave. The Dean or the Head of Department has the possibility to postpone the research leave if the leave is detrimental to the functioning of teaching, activity in scientific community and academic leadership in the department. The Dean reviews the case with the school's HR Manager and makes the final decision on granting research leave. The detailed terms of Research leave shall be defined in "Research leave contract". The Professor shall report of his/her research after the leave.

Please see attachment 1 for General terms and conditions of research leaves at Aalto University. Schools may determine more specific guidelines (including e.g. application periods and criteria).

JUNIOR LEAVE

Aalto University considers international year a significant merit for personnel on the tenure track. It is highly valued that all tenured Professors hold at least one year faculty experience from a respected foreign university or, in special cases, from an outstanding international research institute. Pursuant to this objective, Aalto University has in place, for Assistant Professors and fixed-term Associate Professors, a system that enables a candidate to gain the assumed international experience. Junior Leave is intended for internationalization. The Dean decides on exceptions.

The duration of the junior leave period is one year, which is advised to be completed on a continuous basis. However, the junior leave may be executed in multiple sub-periods. In the case of more than two sub-periods, the Head of Department needs to discuss the matter with the Dean.

The University pays a salary that is half of the normal salary paid for the candidate during the Junior Leave period. The candidate may cover the rest of the salary through other funding sources. In addition, it is also encouraged to apply for external funding to cover extra expenses due to the junior leave period. Practices and procedures regarding secondary occupations at Aalto University should be taken into account during the junior leave. The junior leave period is considered to be part of the contract period, and therefore counts on the candidate's tenure clock.

Process Guidelines for the Junior Leave Period

The candidate must discuss with the Head of Department well in advance about his/her intentions to apply for a junior leave. The process is initiated by an application from the candidate. The application must include a detailed plan for the junior leave, justifications of its added value for the applicant, and a visiting plan. The Head of Department reviews the case and makes a recommendation to the Dean on granting the junior leave period. The Dean or the Head of Department has the possibility to postpone the junior leave period once, for a period of not more than a year, if the leave is detrimental to the functioning of teaching, activity in scientific community and academic leadership in the department. The Dean reviews the case with the school's HR Manager and makes the final decision on granting the junior leave. The candidate shall report on his/her research after the leave. Schools may determine more specific guidelines (including e.g. application periods and criteria).

SUMMARY

Research Leave for tenured professors

- Principle: 6 years = 6 + 6 months
- maximum duration of the research leave is 12 months per full 6 years of service as professor
- 6 months are paid for full salary from the university's basic funding
- for longer than 6 months, funding from other sources are acquired
- Also other external funding is recommendable to cover other extra expenses

Junior Leave for fixed-term professors

- Intended for internationalization
- Duration is one year, may be executed in multiple sub-periods
- Half of the salary is paid from the university's basic funding
- Rest of the funding from other funding sources
- Extra funding from other sources is recommendable

ATTACHMENT 1.**General terms and conditions of research leaves at Aalto University**

The following regulations concerning the terms and conditions of research leave have been issued by Aalto University:

1. The employment relationship of the employee with Aalto University will continue without interruption, and Aalto University will continue to discharge all the responsibilities of an employer (e.g. provision of occupational health care services and insurance cover), if the employee has not applied unpaid leave of absence for some part of the sabbatical period.
2. During the research leave, Aalto University will place at the employee's disposal the usual working environment suitable for a professor (including a telephone, data communications, a computer and other usual support services).
3. During the research leave, the employer will pay the employee the salary indicated in the currently valid employment contract following the Protocol for Research leaves, adjusted with the general increases incorporated into the collective agreement (levels Associate, Full, Distinguished Professor). Full salary is paid maximum of 6 months from the university's basic funding. During a period of junior leave, the employer will pay the employee a salary that corresponds with one half of the salary indicated in his/her employment contract (Assistant Professor and fixed-term Associate Professor).
4. While on research leave, the employee will be released from his/her duties as a professor specified in the employment contract and any other duties associated with them under the general collective agreement for universities (teaching hours, preparing a work plan).
5. At the end of the research leave period, the employee must report to the Dean and the Head of Department on the way the leave was spent. In a freely worded written report, the employee will describe how the projected aims of the research leave were reached and what the principal achievements were (including publications, vocational development, other issues specifically defined by the school).
6. The practices and operating methods of Aalto University regarding outside employment permits must be followed during the research leave.
7. Agreement on reimbursement of costs incurred during the research leave must be reached before the start of the leave (including research costs, travel costs and their reimbursement according to Aalto's Travel and Assignment policies).
8. A faculty member on research leave must render at least one year of full service to the University after the research leave period.

