

Faculty Requests for Campus Leave Procedures for
The College of Arts and Sciences
 August 1, 2010 (Last Revised)
 February 1, 2008 (First Issued)

Faculty Travel

1. FSU Travel Policy
<http://www.uncfsu.edu/comptrol/AP/AccountsPayableTravel06-06.pdf>
 - a. These CAS Procedures are largely based on the policy, but they may include additional requirements.
 - b. Requirements within the FSU policy cannot be supplanted or replaced by these college procedures.

2. Checklist for Faculty Travel Authorization Requests
 -Must be received by the Dean 20 days before travel date
 - a. Memo
 - 1) Purpose of the trip
 - 2) Funding source
 - a) Request for state funds for paper presentations designed to lead to publication.
 - b) Request Title III funds for faculty development activities specifically approved by the Provost (i.e, retention of students, specialized accreditation, or pedagogy)
 - 3) Identify any cash advance requests, or expenditures already paid by traveler
 - 4) Explain any unusual aspects of the travel request
 - b. Faculty Campus Leave Form
http://www.uncfsu.edu/cas/docs/Faculty_Leave_Form.pdf
 - 1) Complete and accurate
 - 2) With Chair's signature designating that it is complete, accurate, and approved
 - c. Travel Authorization Form
<http://www.uncfsu.edu/compTROL/AP/index.htm>
 - 1) Complete and accurate
 - 2) With Chair's signature verifying that it is complete, accurate and approved.
 - 3) If being paid by the department, it requires the budget number and the budget manager's signature
 - d. Excessive Rate Request (if Title III request)
 - e. Title III Request for Use of Travel Funds (if requesting Title III funds)
<http://www.uncfsu.edu/titleiii/forms.htm>

- f. Verifying documents
 - 1) Copy of Meeting/Conference Announcement
 - 2) Evidence that the paper has been accepted (for paper presentations)
 - 3) Copy of Registration Form (Title III cannot pay membership fees)
 - 4) Copy of Hotel Rate Information
 - 5) Copy of airline costs (ie., expedia, Travelocity)

- g. Flight Reservation Form (if FSU is purchasing the ticket in advance)
-if not, please do not include this form and write on the Travel Authorization form that the traveler is purchasing their own ticket

- h. Requests should not include expenses which are considered to be no greater than would be spent on a normal workday. For example, they should not include::
 - 1) A request for Be advised that the state cannot pay for meals on trips without an overnight stay.
 - 2) Transportation expenses to the local Fayetteville Airport

- 3. Checklist for Travel Reimbursements
 - a. Memo
 - 1) Purpose of the trip
 - 2) Explaining any unusual circumstances or expenses on the trip
 - 3) Funding source
 - 4) Identify any cash advances or returned checks

 - b. Travel Reimbursement Form
<http://www.uncfsu.edu/compTROL/AP/index.htm>
 - 1) Complete and accurate
 - 2) With Chair's signature verifying that it is complete, accurate and approved.
 - 3) If being paid by the department, it requires the budget number and the budget manager's signature

 - c. Title III Trip Report Form (if Title III funds were used)
<http://www.uncfsu.edu/titleiii/forms.htm>

 - d. Conference Program

 - e. Receipts for any expenses, for example
 - 1) Hotel Receipt
 - 2) Registration Receipt
 - 3) Airline and baggage receipts
 - 4) Taxi receipts
 - 5) No food receipts – paid per diem based on FSU Travel Policy
<http://www.uncfsu.edu/compctrl/AP/AccountsPayableTravel06-06.pdf>

Faculty Leave

1. If a member of the faculty is to be absent from their work duties, including missing class or office hours, they must submit a **CAS Faculty Request for Campus Leave Form**. No handwritten documents will be accepted by the Dean's Office
http://www.uncfsu.edu/cas/docs/Faculty_Leave_Form.pdf
 - a. Faculty must have approval from the Dean's Office prior to taking any leave. Failure to receive approval prior to taking leave will be considered an absence without leave and will make the person subject to disciplinary action. It also means that the person cannot receive reimbursement for any expenses incurred on the trip. The Dean's Staff can inform faculty if approval has been obtained.
 - b. Emergency and unplanned sick leave requests are the exceptions to the rule. Faculty should not submit requests for sick leave, because they do not accrue sick leave. Faculty do not accrue annual leave either so they should not submit forms for personal days or non-official business activities.
2. It is critical that all requests for campus leave be submitted to the Dean's office at least 10 business days before the leave is to be taken. If the request includes travel funds, then the request must be in the Dean's Office 20 days before the leave is taken, because it must be in the travel office 10 days before the leave is to commence.
 - a. This time frame gives the Dean the opportunity to review the request and seek further explanation or documentation if necessary.
 - b. Early submissions can avoid confusion and the lost of funds.
 - c. Procrastination by the faculty member is not justification for rushing the document through the process.
3. Campus leave requests must include complete explanations with a typed narrative, with complete sentences, and supporting documents (see above)
 - a. If any official business travel is involved, a copy of a travel authorization form must accompany the request, even if no money is being requested. This form allows for the faculty member to be potentially eligible for workman's comp if something happens.

- b. If a faculty member is going to be absent from their assigned duties, then a substitute must be clearly identified on the form.
 - (1) A signature of the substitute must be on the form
 - (2) The name of the substitute must be typed on the form so that he/she can be clearly identified
 - (3) The substitute is taking responsibility for the assigned duties
4. Faculty do not receive annual leave or sick leave, except as covered under the Faculty Serious Illness, Major Disability, and Parental Leave Policy <http://www.uncfsu.edu/policy/employment/SickLeavePublished.pdf>
 - a. Nothing in these procedures takes away any rights or privileges identified in the above policy or the Family Medical Leave Act
 - b. If a faculty member has an illness or some other medical conditions which is going to cause them to be absent for an extended period of time, they must go to Human Resources to assist them with submission of the proper paperwork.
 - c. Faculty and Chairs are not allowed to miss their class or their assigned duties for personal reasons or vacations.
 - d. If a faculty member is sick, they should do whatever they can to notify the department chair or administrative assistant to make arrangements so that the students' needs can be met. The administrative assistant should forward this information to the Dean's Office and post a sign on the classroom and/or office door informing the students.
 - e. If the class is cancelled, steps should be taken to notify the students via Blackboard as soon as possible and efforts need to be made to make up the missed lecture time.
5. If a faculty member signs a contract to teach a summer course, they are not to miss any classes due to leave, whether it is official business or not. Therefore, they must decide whether they want to teach summer school or go to a conference during the same time period. They cannot be approved to do both.
6. Department Chairs, Assistant Deans, and other EPA teaching administrators do accrue annual leave and sick leave, so they should submit FSU Human Resources Campus Leave Forms when they are to be off campus or will be absent from their regular duties. <http://www.uncfsu.edu/humres/pdf/FSUCampusLeaveForm-07-07-09.pdf>

- a. EPA teaching administrators are not to take annual leave when they have classes.
 - b. Administrators and staff should coordinate their leave so as to keep the department open and to put the least amount of strain on the faculty and students.
 - c. If an office is to be closed, a sign should be left on the door and calls should be transferred to another office.
7. I am directing Department Chairs to carefully review all faculty requests for leave and only approve those that meet the CAS procedural standards. The department chairs will be held responsibility for any improper leave requests coming to the Dean's Office.