

**DEPARTMENT OF PHARMACY PRACTICE
COLLEGE OF PHARMACY
PURDUE UNIVERSITY
GUIDANCE ON DEPARTMENT SUPPORT FOR
RESEARCH/INSTRUCTIONAL/ENGAGEMENT (R/I/E)
LEAVES FOR NON-TENURE TRACK FACULTY**

1. Purpose

In order to maintain and continue a high level of academic excellence, it is important for faculty to periodically update and strengthen their professional skills. A program that provides for this continued professional growth and new or renewed intellectual achievement through study, research, and writing is essential for the Department, College and University. The purpose of this document is to provide formal guidance structure around the application of the University policy for R/I/E leave for clinical faculty in the Department of Pharmacy Practice. The University guidance for R/I/E leave can be found at: <https://www.purdue.edu/hr/paytimepractices/timeoff/busleave.php> and <https://www.purdue.edu/provost/faculty/documents/resource-rie-leave-request.pdf>. R/I/E leaves with pay supported by the Department shall be granted only for the purpose of promoting scholarly work and encouraging professional development. R/I/E leaves with pay shall be made only after consideration of the likelihood of the clinical faculty member's being able to accomplish the purpose for which the leave is requested, the effect that granting of the leave will have on the Department, and the availability of funds.

2. Eligibility and Remuneration from the Department

- a. Clinical track faculty members in the Department of Pharmacy Practice are eligible under this guideline for release of time for up to 6 months based on funding supported specifically by the Department. For example, if 50% of the faculty member's salary is paid by the College, the faculty member would be eligible for the release of 50% of their time. Should the clinical track faculty member request more than the eligible release of time by the University, the department head and faculty member must work with the clinical site to arrange appropriate coverage or time away from clinical services provided, as well as a plan for non-University compensation while away.
- b. Any clinical faculty of the Department who has achieved the rank of Clinical Associate Professor shall be eligible for consideration for R/I/E leave.
- c. R/I/E leave supported in this manner from the Department can be taken no more frequently than every 6 years.

3. Additional Remuneration

Faculty members granted R/I/E Leave may be permitted to accept appointments and receive additional remuneration as follows:

- a. R/I/E Leave pay may be supplemented by fellowships, grants, or other sources provided the total compensation does not exceed the full-time salary rate for the

period of the leave, and provided that activities resulting from additional compensation are not in conflict with the purposes of the R/I/E Leave;

- b. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the R/I/E Leave program and have been approved through normal administrative channels;
- c. Grants or stipend adjustments to defray family travel, cost of living allowances, and/or research expenses may be accepted, provided such grants, allowances, and/or expenses are not for personal remuneration in addition to 3.b above.

4. Fringe Benefits

- a. Fringe benefits are dictated by current University Human Resources policies (see https://www.purdue.edu/faculty_staff_handbook/benefits/leaves.php)
- b. For updated policies, contact Laurie Brose at brose0@purdue.edu or human resources at hr@purdue.edu

5. Application and obligations for R/I/E Leave

- a. Application for R/I/E leave should follow the process as described in R/I/E leave request <https://www.purdue.edu/hr/paytimepractices/timeoff/busleave.php> and <https://www.purdue.edu/provost/faculty/documents/resource-rie-leave-request.pdf>
- b. Any faculty member taking R/I/E leave supported in this manner from the Department is obligated to return to the University for at least one complete year of service. In the event a faculty member fails to comply with condition b. above, he or she is obligated to reimburse the University for all compensation (including cost of fringe benefits) paid during the period of the leave.

6. Deviation from these Departmental Guidelines

- a. The guidelines stated above are intended to serve all but the most unusual cases. Requests for deviation from the above guidelines for departmental support for R/I/E leaves will require special approval by the Head, Department of Pharmacy Practice and Dean, College of Pharmacy.