



Guidelines for Administering Personal Leave without Pay for Professional Activities

A personal leave without pay (LWOP) may be granted to enable faculty to pursue professional activities that are judged to be appropriate for the faculty member and the University. Typically, this kind of personal leave is granted to permit faculty to

- Accept temporary full-time assignment in public service.
- Accept a visiting appointment at another university pending that university's review for tenure; in such cases, LWOP is for one semester only.
- Engage temporarily in full-time outside professional activities, such as but not limited to a fellowship or research award requiring residency elsewhere, a visiting appointment to conduct research at another university, a start up company, or an artistic activity.

LWOP is granted with the understanding that at the end of the leave, the faculty member will either return to full-time status at NYU for no less than one year, or will resign their NYU faculty position.

Eligibility for a Personal Leave for Professional Activities

Tenured and tenure track faculty and full-time continuing contract faculty at NYU are eligible for LWOP for professional activities.

A leave of absence may not be granted to a faculty member who has accepted a tenured or tenure track position elsewhere. Tenured faculty who are considering a tenure appointment elsewhere may accept a visiting appointment, with tenure remaining in place at NYU.

Approval by Dean and by Provost for a Personal LWOP for Professional Activities

The Provost delegates authority to the Deans to approve a LWOP for Professional Activities for up to one year (two consecutive semesters) for NYU faculty who do not hold a tenured or tenure-track faculty position elsewhere. Approval shall be conditional on receiving sufficient lead-time to accommodate the absence by a suitable replacement and to provide advance notification to students that the faculty member will not be in residence in a particular semester.

Provostial approval is required for approval of a leave for Professional Activities for more than two consecutive academic semesters; and for extension of an existing leave that would bring the total time away to more than two consecutive academic semesters. Extended leave may be approved on an exceptional basis, typically to permit public service in an appropriate distinguished leadership capacity. No commitments for extended leave can be made to faculty prior to Provostial approval.

Faculty Benefits while on Personal Leave without Pay, Including Leave for Professional Activities

- Sabbatical time does not accrue while faculty are on LWOP and not carrying out full time service as members of the faculty.
- Faculty members may retain medical, dental and life insurance benefits by paying employee costs directly (rather than as a withholding from an NYU paycheck), in accordance with NYU benefits regulations.
- Faculty members in University housing may retain their lease for up to one year on LWOP, during which time they may sublet for up to one year in accordance with NYU regulations. In exceptional cases, the lease may be retained with new conditions