

**Division of Academic and Student Affairs  
Administrative Rights – Return to Faculty (effective 06/01/16)**

When an Administrative Professional (AP), who holds tenure in an academic department at the University, returns to the faculty after relinquishing his/her administrative position, the following principles shall guide that transition:

**Salary Calculation (All AP employees)**

Unless otherwise indicated in your signed offer letter, your salary upon return to the faculty will be the greater of seventy-five percent (75%) of your current administrative salary or the salary you would have received had you never left the faculty ranks, pursuant to Article X of the EMU-AAUP Collective Bargaining Agreement.

**Associate Vice Presidents, Assistant Vice Presidents, Deans, Associate Deans, University Librarian**

At the discretion of the provost, those holding positions as collegiate deans, associate deans, university librarian, and associate and assistant vice presidents within the Division may be granted a developmental leave prior to return to a full time faculty role. The following principles will be allowed in awarding a leave:

- For those serving less than two years in such a position, no leave will be granted.
- For those serving at least two years, but less than five years, a leave of one academic semester will be granted.
- For those serving at least five years, a leave of one academic year will be granted.

Service at other institutions or in other positions at Eastern Michigan University will not be counted when calculating eligibility for leave. Time spent as an interim in one of these positions may be counted in calculating leave eligibility.

**Department Heads, School Directors, and Other AP Employees**

At the discretion of the provost, those with faculty rank who also hold positions as department heads, school directors or other AP assignments may be granted a developmental leave prior to return to a full time faculty role. The following principles will be followed in awarding a leave:

- For those serving less than five years in such a position, no leave will be granted.
- For those serving at least five years, a leave of one academic semester will be granted.

Service at other institutions or in other positions at Eastern Michigan University will not be counted when calculating eligibility for leave. Time spent as an interim in one of the positions may be counted in calculating leave eligibility.

**Details of the Leave**

- Leave will be compensated at the faculty base salary amount.
- 12 hours release from teaching (100% for each semester earned as specified above) to prepare course materials and prepare for teaching.
- Expectation of re-engaging in research while released from teaching.
- There is no expectation of service while on this leave.