

Junior Faculty Research Leaves

AUB offers one semester of paid research leave to assistant professors who will be entering their third or fourth year in rank by the time of the proposed leave. Successful applicants may use the leave for the purposes of research and writing in Beirut or may also request a separate travel (short-term faculty development) grant for research abroad.

The application and approval process are as follows:

- a. An appointee wishing to obtain Junior Faculty Research Leave must present a written plan to the dean, through the appointee's department chairperson, at least six months prior to the starting date of the proposed leave. The plan must indicate in detail the proposed scholarly activities to be undertaken and how these will contribute towards the appointee's academic and professional improvement, with special emphasis being given to the benefits that will be derived by the appointee's department. The plan must also state the amount and source of any remuneration or travel allowances to be received as a result of the proposed activities from any source other than AUB. Faculty should realize that the University awards junior faculty research leave to those it deems qualified on a competitive basis.
- b. The dean is responsible for reviewing and approving or disapproving the junior faculty's research leave plan after considering the recommendations of the appropriate department chairperson, the recommendation of the Faculty Research Committee following refereed evaluation of the project (except in FAS), and the Faculty Advisory Committee. The dean forwards to the provost only those leave plans that are approved. The president retains the authority for granting final approval of any proposed leave plan that is approved by the dean.
- c. The appointee must sign a statement accepting all terms and conditions upon which the junior faculty research leave is granted, and upon conclusion of the leave, must submit to the appropriate department chairperson and dean a report describing how the leave was spent and what was accomplished.

Junior faculty whose research plans include travel must submit a separate application to the Dean's Office for a short-term [faculty development grant](#). The grant will cover the fare for a round-trip ticket and expenses of up to \$800/month for no more than four and a half months. Expenses incurred while attending a conference (as a participant or presenter) are not eligible for funding during a junior faculty research leave. Only one travel grant is awarded to a faculty member in any given academic year. Please note that the air ticket is provided to the faculty member ONLY and not to his/her entire family members.

All Paid Research Leaves are treated as a Leave with Pay, so that normal salary and benefits, including educational benefits, continue in effect during the Leave period.

Upon conclusion of the leave, the assistant professor must submit a report to the departmental chair and the dean describing activities undertaken during the leave, what was accomplished, and how the funds were spent. Note that any significant changes in research or travel plans must be approved by the dean in advance and not merely mentioned in the final report.

A junior faculty who receives a junior paid research leave is required to return to AUB at the conclusion of the leave and complete at least one semester of active service performing the duties specified in his/her

letter of appointment as full-time faculty member. If an appointee fails to satisfy this requirement, the appointee must repay the salary and the travel allowance received from the University for the junior paid research leave period. The travel allowance is to be repaid by reducing any termination travel and baggage allowances that would otherwise have been payable upon termination of the appointee's appointment by the amount that must be repaid. If the amount that must be repaid exceeds the termination travel and baggage allowances, the appointee must pay the difference to AUB, and the latter may deduct said amount from any sum payable to the appointee.

As a condition of receiving junior paid research leave, the appointee must sign an agreement statement accepting all terms and conditions upon which the Paid Research Leave is granted and consenting both to repay this amount if the return to active service requirement is not satisfied and to have the University deduct the amount that is to be repaid from any other amounts payable to the appointee.