



Office of Provost and Vice President
For Academic Affairs

MISSISSIPPI STATE UNIVERSITY

Academic Operating Policy and Procedure

MEMORANDUM TO: All Holders of Mississippi State University Academic
Operating Policy and Procedure Manual

DATE: April 17, 1989
Revised 01/31/08

SUBJECT: AOP 13.13 – Leave Policies

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding of the faculty leave policies.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

The procedures for requesting leave are outlined in the policies maintained by Human Resources Management on their web site www.hrm.msstate.edu. A request for extended leave during the probationary period for tenure-track faculty may have an impact on the faculty member's progress toward tenure. As stated in the Promotion and Tenure Policies and Procedures, section 4.8.3, an extension of the probationary period of up to 2 years can be requested. At the faculty member's request, an extension may be granted with the approval of the Provost. This request should be submitted with the recommendation of the departmental P&T committee, department head/director and the dean.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

AOP 13.13

REVIEWED BY:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>11-10-06</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>11-10-06</u> Date
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<u>/s/ Robert Wolverson</u> President, Robert Holland Faculty Senate	<u>11-13-06</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Director, Office of Internal Audit	<u>01-22-08</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>01-24-08</u> Date
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APPROVED:

<u>/s/ Robert H. Foglesong</u> President	<u>01-31-08</u> Date
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