

---

## **Faculty Exchange Leave**

---

### **POLICY STATEMENT**

Full-time faculty members are eligible for a faculty exchange leave, at full pay, after three years of service. On this leave, faculty exchange positions with an individual from a different institution for a specified period.

Employees on leave receive full pay and benefits during the leave period. The leave does not interrupt the individual's progress on the experience axis of the salary schedule. After faculty exchange leave is granted, three years must pass before such leave may be granted again to the same individual.

Faculty members interested in a faculty exchange leave are expected to coordinate for themselves the arrangements for exchange, after consultation with their supervisor. All exchanges must be approved by the supervisor and campus dean prior to application to the Professional Growth Committee. Any exchange will meet the needs of the College, as defined by the campus Executive Dean.

Completed forms (available from the committee) must be forwarded to the chair of the Professional Growth Committee by November 1 of the year preceding the year in which leave is requested. The applications will be reviewed by the Committee and College administration (where necessary, this includes the District Governing Board). Applicants should normally be notified in writing of the College's disposition of their applications by March 1.

---

### **POLICY HISTORY**

Formerly Policy 2.7.9, Adopted 1/25/2000  
Renumbered to Policy 2.41 in 10/2014

---