

## **ADJUNCT PAID LEAVES**

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**DEADLINE:** Monday, October 6<sup>th</sup>, 2025 by 5:00 pm.

### **ELIGIBILITY**

- Have the rank of Associate Professor, Adjunct or Professor, Adjunct
- Have taught at SAIC for at least seven consecutive academic years prior to the year of application
- Have not received a paid leave within the past seven academic years
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements
- Have submitted all required syllabi by the deadlines to the Dean's Office

**NOTE:** Faculty must notify their primary department chair of their intent to apply for paid leave **and** obtain the chair's approval via email in advance of submitting the application.

### **AWARD**

Non-tenure-track faculty with the rank of Associate Professor, Adjunct or Professor, Adjunct, are eligible to apply for a one-semester paid leave-of-absence. Compensation during the paid leave is equal to the recipient's current salary for the average number of degree courses taught each fall and spring semesters, as well as any non-teaching assignments, calculated over the past four academic years (not including the year in which the recipient applies). For faculty whose primary department is the Low Residency MFA Program, summer courses will be used to calculate the recipient's salary.

Paid leaves are available for the fall or spring semesters only. Faculty who accept a paid leave must commit to returning for at least one year of service following the leave and may share their leave experience in an on-campus exhibition or lecture upon their return.

### **APPLICATION INSTRUCTIONS**

**Applications are due on or before Monday, October 6, 2025 by 5:00 pm.**

**To apply, complete the [Adjunct Paid Leave Application Form](#).**

You must be logged into your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Help Desk by calling 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/2YyrGw9xZzPGW4Up6>

**Please convert all word documents into PDFs before uploading. Required files to upload include:**

- 1) Brief bio and CV;
- 2) One-page description explaining how a paid leave-of-absence will help sustain the excellence and professionalism of your teaching and practice
- 3) Contributions to the SAIC community; and
- 4) Primary department chair's email approval

The Office of Academic Affairs will download applicants' course evaluations to distribute to the Dean's Selection Committee.

### **REVIEW PROCESS**

Members of the Dean's Selection Committee will evaluate and rank each application based on the merit of the proposal, length of service, contributions to the SAIC community, level of professional activity, and length of time since an applicant's past paid leave (if any).

Notifications of awards will be emailed to the recipients, their department chairs, their executive directors, and their senior administrative directors in mid-November.

### **CONTACT**

Questions about Adjunct Paid Leaves and the application process may be directed to Maya Gopalan, Associate Director of Academic Administration at [mgopalan@saic.edu](mailto:mgopalan@saic.edu).