



## **Policy on Course Releases and Leaves for Assistant Professors**

The Graduate Institute is committed to launching assistant professors on successful academic careers by bringing their scholarship to distinguished levels. To this effect, it awards course reductions, allows assistant professors to “bank” courses and take leaves on a limited basis. The following rules apply in awarding these types of benefits.

Currently assistant professors hired at the entry level are eligible to receive a total of three courses off over two three-year contract periods. The practice also has been not to allow them to take two course reductions during the same semester. For the sake of flexibility and because a semester free of teaching can be extremely useful to concentrate on research and publication, a proposal is made that they may take such a semester in one of two ways:

- By using two course reductions to buy out a semester free of teaching
- By banking courses, i.e. teaching three courses in one semester in order to be relieved from teaching in another.

In all cases, the following conditions will apply:

- There can be no more than one teaching free semester during the whole period of activity as assistant professor
- Approval of the department chair and the director of the Institute is necessary in order to ascertain that an assistant professor’s absence does not interfere with study plans and teaching needs. Requests need to be made before January 15.
- Presence in Geneva during most of the teaching-free semester is mandatory in order to continue student supervision and meet service obligations.

If an assistant professor wins a fellowship to spend time away from Geneva, she or he may ask for a salary complement to the fellowship, which will count the equivalent of one course release. As a consequence, an assistant professor who receives a semester’s worth of salary complement is eligible in addition for two course releases instead of the typical three; an assistant professor who receives a year’s worth of salary complement is eligible in addition for one course release.

Approval of the department chair and the director of the Institute is necessary to spend time away from Geneva. Requests for such leaves – or indication that an assistant professor is considering such a leave in the upcoming academic year – need to reach the department chair before January 15.

Approved by the Academic Committee for its meeting on May 8, 2012  
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