### 3.3.4 Effect on an Appointment for a Term of Years

A leave without salary extends a term appointment held by a member of the Professoriate, irrespective of faculty line, by a period equal to the duration of the leave, unless there is advanced written agreement to the contrary. This extension is not automatic; it must be accomplished through normal processes, usually with the submission of a *Recommendation for Amendment of Professorial Appointment Form (Appendix C)* by the department or school, when the faculty member has concluded his or her leave without salary. For additional information about the effect of a leave without salary on a faculty member’s appointment, see the “Extending the Appointment” sections for each professorial line in Chapter 2 of this handbook.

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