

Policy title: PROFESSIONAL DEVELOPMENT LEAVE FOR FULL-TIME CAREER TRACK FACULTY APPOINTMENTS**Effective: January 13, 2013****Revised: November 14, 2017****PURPOSE/INTENT**

Career Track (nontenure-track) faculty who have averaged a 3:3 teaching load (minimum) over a six-year period are eligible to take a Professional Development Leave to further any of the following objectives: teaching improvement; research and publication; and/or integration and interpretation of existing knowledge relevant to the faculty member's professional responsibilities.

This policy outlines eligibility requirements, compensation, and procedural steps for faculty considering a Professional Development Leave.

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY

Career Track faculty interested in applying for a Professional Development Leave should discuss their plans with the unit administrator. If there is willingness in principle to approve the leave, Career Track faculty should apply for a leave by following the same procedures and application for sabbatical leave, noting on the application that the request is for a Professional Development Leave. The SBS Sabbatical Advisory Committee will recommend action to the Dean on the application. The final decision rests with the Dean.

ELIGIBILITY:

Career Track faculty may apply for a Professional Development Leave of one semester following a period of not less than six full academic years of continuous full-time service. Since Career Track faculty are hired primarily as teachers, eligibility requires a minimum of 60% teaching in the Distribution of Effort, which the College defines as a 3:3 teaching load. While departments and units may elect to define teaching percentages as they see fit, the College requires 3:3 for eligibility for College-supported Professional Development Leave unless by prior arrangement.

Professional Development Leave is granted only on condition that the employee subsequently returns to the University for a period of further service equal to the length of the leave. If the employee does not return, the case will be reviewed by the proper authorities. The employee may be required to refund all compensation received from the University during the Professional Development Leave.

Time served in excess of six years may not be accumulated towards future Professional Development Leaves. Leaves of Absence without pay may not be counted towards Professional Development Leave eligibility.

COMPENSATION:

The University will compensate the individual at the individual's normal salary rate during this semester.

The amount of teaching or the number of courses temporarily reduced will be determined by the availability of College funds to replace the teaching otherwise to be lost to the reduction.

In the case of a 3:3 teaching load, the College will provide replacement funds of \$7,500 for each of two courses; in the case of a 4:4 teaching load, the College will provide replacement funds of \$7,500 for each of three courses. It will be the department's responsibility to cover one of the courses that would typically have been taught by the faculty person completing a Professional Development Leave.

PROCEDURE:

The review and recommendation for Career Track teaching reductions follow the same process as the review of sabbaticals. Application for a Professional Development Leave is not guaranteed and is subject to review at the college level for all applicants. Applicants must link their request for leave with a clear plan for how that leave will benefit their primary workload responsibilities.

No later than the end of the second semester following a Professional Development Leave, a final report must be filed with the Dean, describing the accomplishments of the leave.

CONSIDERATIONS

The department will be responsible for keeping its curriculum responsibilities.

Typically no more than one Career Track faculty member can be on Professional Development Leave at the same time from the same department, with exceptions discussed on a case-by-case basis. Professional Development Leave eligibility is not impacted by whether or not departments have faculty on sabbatical or junior professional development leaves.

Professional Development Leave compensation paid by the University may be supplemented by fellowships, scholarships, employment, or grants-in-aid to cover such special expenses as travel, administrative assistance, research, or publication. Any such additional compensation is to be explained on the application form. Compensated activity may not unduly interfere with the objective of the leave.