

ARTICLE 23
PROFESSIONAL DEVELOPMENT LEAVES

23.1 Professional Development Leave Policy.

(a) Professional development leaves contribute significantly to the quality and success of research universities. Such leaves provide eligible faculty members with the opportunity to take a period of time for professional renewal, educational travel, study, formal education, research, writing, faculty development, certification, or other experience of professional value. Such leaves are granted to increase a faculty member’s value to the University.

(b) Types of Professional Development Leave. Each year, the Trustees shall make available at least one (1) professional development leave at full pay for one (1) semester or its mutually acceptable equivalent (for example, leave at half-pay for two (2) semesters), for each twenty (20) eligible faculty members, subject to the eligibility, application, and selection criteria set forth below. Professional development leaves shall be divided among the colleges according to their proportion of eligible faculty.

(c) No faculty member shall be retaliated against for having taken a professional development leave.

23.2 Eligibility for Professional Development Leave.

(a) Full-time faculty members with three (3) or more years of service at the University shall be eligible for professional development leaves, except those faculty members who are serving in tenure-earning or tenured positions.

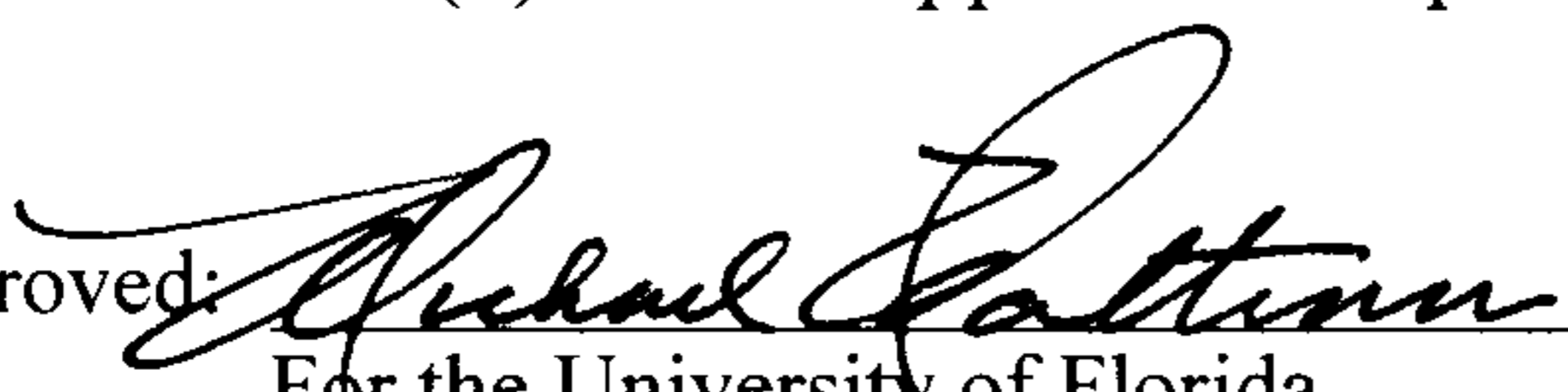
(b) A faculty member who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves and the faculty member meets all other eligibility requirements.

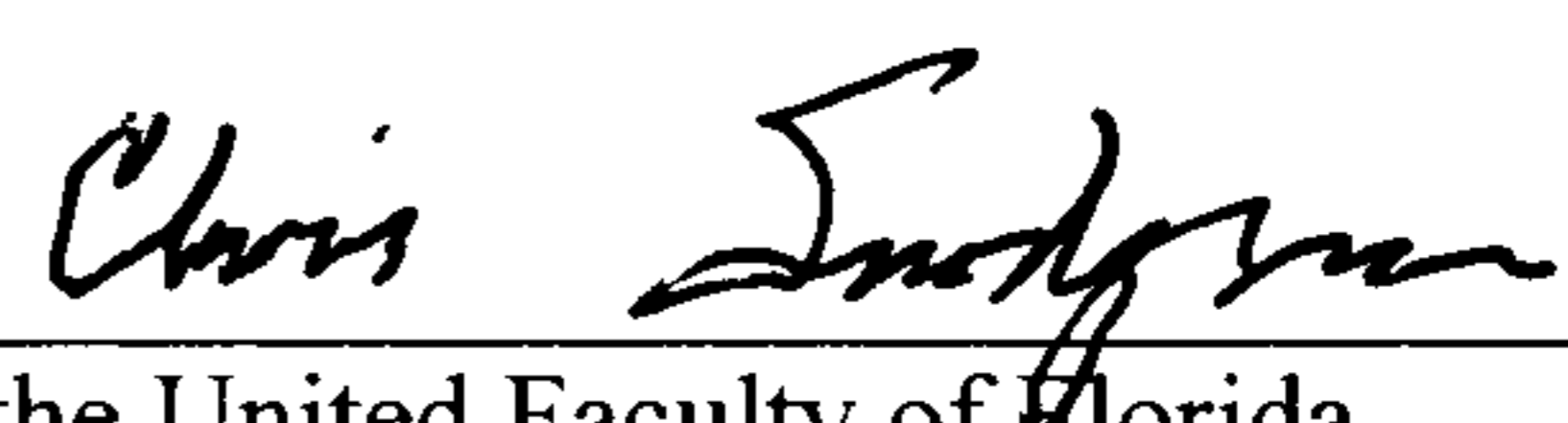
(c) Eligible faculty members shall be notified annually no later than February 28 regarding eligibility requirements, application deadlines, and criteria for selection.

23.3 Application and Selection for Professional Development Leave.

(a) Applications for professional development leave shall be submitted in accordance with the provisions of this Agreement to the chair or equivalent administrator (hereafter, “chair”) of the faculty member’s department or equivalent unit (hereafter, “department”) by October 15.

- (b) Each application shall include the following:
- (1) the applicant’s name;
 - (2) the applicant’s department;

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- (3) the number of years of full-time service at the University;
- (4) the semester(s) that the professional development leave is requested for;
- (5) the dates of all previous professional development leaves taken;
- (6) a brief (one page) statement describing the planned activities while on leave, specific results anticipated from the leave, and any anticipated income; and
- (7) a signed and dated statement that the applicant agrees to comply with the conditions of the professional development leave program as described in Section 23.5.

(c) **Criteria.** The Trustees or designee shall award professional development leaves when the Trustees or designee believes that completion of the project or work would improve workplace productivity. Criteria for potential workplace productivity shall be defined by the appropriate dean or equivalent administrator (hereafter, “dean”) and made available to eligible faculty members.

(d) The chair shall assess and rank the applications and report the ranking of each application and a brief rationale for the ranking on the application.

(e) The professional development leaves shall be apportioned proportionately among colleges. In each college, a committee shall be elected by and from the full-time faculty members who are not in tenured or tenure-earning positions to make recommendations for professional development leaves. The committee chairperson shall be elected by the committee members.

(1) If there are more applicants for professional development leaves than available leaves in the college, the committee shall rank the applicants. In ranking the applicants, the committee shall consider the benefits of the proposed leave to the faculty member, the University, and the profession; the chair’s ranking of the application; and length of service since previous professional development leave or initial appointment.

(2) The committee shall submit the ranked list of recommended faculty members to the dean or designee.

(3) The dean or designee shall make the final decision from the list and consult with the committee prior to awarding a leave that does not follow the committee’s ranking.

(f) **Notification of Awards.**

(1) The dean or designee shall announce the professional-development-leave decisions to applicants no later than January 31.

(2) A faculty member who is awarded a professional development leave must notify the chair if they are able to accept the leave before February 15, or two (2) weeks after receiving the notification, whichever is later.

(3) A faculty member may decline an awarded professional development leave and reapply in a subsequent year without prejudice. A faculty member may also postpone an awarded professional development leave, in which case the faculty member does not reapply but

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simply takes the leave in a subsequent year approved by the chair and dean.

(4) If a faculty member who has been awarded a professional development leave declines or postpones it, the leave shall be awarded to the faculty member who was ranked next highest in the college.

23.4 Implementation of Awarded Professional Development Leaves.

(a) Professional development leaves shall be granted unless the application has failed to satisfy the requirements of subsections 23.3(a)–(c) or unless the awarding of more than one (1) professional development leave in a department would result in irresolvable staffing problems that preclude such leave from being granted at the time envisioned.

(1) In this latter instance, the faculty member shall be provided the professional development leave the following semester or year, or at a later time as agreed to by the faculty member and the Trustees or designee.

(2) The period of postponement shall be credited for eligibility for a subsequent professional development leave.

(b) If only one (1) eligible faculty member in the department is awarded a professional development leave that year, the awarded leave must be granted unless extraordinary circumstances result in irresolvable staffing problems precluding such leave from being granted at the time envisioned.

(1) In this latter instance, the faculty member shall be provided the professional development leave the following semester or year, or at a later time as agreed to by the faculty member and the Trustees or designee.

(2) The period of postponement shall be credited for eligibility for a subsequent professional development leave.

23.5 Terms of Professional Development Leave.

(a) While on a professional development leave, the faculty member’s salary shall be full pay for one (1) semester or, upon mutual agreement, its equivalent (for example, leave at half pay for two (2) semesters).

(b) The faculty member must return to University employment for at least one (1) academic year following the conclusion of such leave. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of salary received during the program may be required in those instances where neither of the above is satisfied.

(c) Faculty members shall not normally be eligible for another professional development leave until three (3) years of continuous service are completed following the previous leave.

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(d) Contributions normally made by the Trustees to retirement and Social Security programs shall be continued on a basis proportional to the salary received. Trustee contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the professional development leave.

(e) Eligible faculty members shall continue to accrue annual and sick leave on a full-time basis during the professional development leave.

(f) While on leave, a faculty member shall be permitted to receive funds for travel and living expenses, and other professional-development-leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the professional development leave.

(1) Receipt of funds for such purposes shall not result in reduction of the faculty member's University salary.

(2) Grants for such financial assistance from other sources may, but need not, be administered through the University.

(3) If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the period of the professional development leave to a level comparable to the faculty member's current year salary rate.

(g) Employment unrelated to the purpose of the professional development leave is governed by the provisions of Article 29, Conflict of Interest and Outside Activity.

23.6 Other Study Leave.

(a) Job-Required. A faculty member required to take academic course work as part of assigned duties shall not be required to charge time spent attending classes during the work day to accrued leave.

(b) Job-Related. A faculty member may, at the discretion of the supervisor, be permitted to attend up to six (6) credits of course work per semester during work, provided that:

(1) The supervisor determines that the absence will not interfere with the proper operation of the work unit;

(2) The supervisor believes that completion of the course work would improve the productivity of the department or function of which the faculty member is a part; and

(3) The faculty member's work schedule can be adjusted to accommodate such job-related study without reduction in the total number of work hours required per pay period, or the faculty member uses accrued leave or takes approved leave without pay for the hours of absence.

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(c) Faculty members may, in accordance with this Article, use accrued annual leave for job-related study.

23.7 Annual Report on Professional development leaves.

(a) Each college shall report in writing to the Provost on the results of the award process of professional development leaves for the ensuing school year. Not later than April 30 of each year, the Provost shall provide a complete report, by college, of the professional development leave results.

(b) The report shall include the following information for the college:

- (1) The number of faculty members that were eligible for a professional development leave;
- (2) The number of apportioned professional development leaves;
- (3) The number of applications for professional development leaves;
- (4) The number of professional development leaves awarded;
- (5) The number of professional development leaves accepted; and
- (6) The number of professional development leaves accepted but deferred.

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