


The College of Social and Behavioral Sciences

	Policy:	
	<h3>Junior Faculty Professional Development Program</h3>	
	Revision:	Effective:
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Policy

The Junior Faculty Professional Development Program (JFPDP) provides support for junior faculty to enable them to spend one semester prior to their tenure or continuing status review pursuing their research without other duties. The JFPDP is designed to encourage junior faculty to seek external funding for a period of research leave that will enable them not only to conduct their own research, but also to release salary funds that will become available to help support instructional coverage for their courses, and for the courses of other junior faculty who are not able to obtain extramural funds.

A junior faculty professional development leave may be taken in the second semester of the faculty member's fourth year of appointment, or in either semester of the fifth year. Faculty on fiscal year appointments will receive junior professional development leaves of six months' duration, which may be taken for any six month period beginning in January of their fourth year through the end of August of their sixth year. Department heads and directors should consult with junior faculty on the optimal timing for a junior professional development leave, and have discretion to recommend the timing of junior professional development leaves in order to best fulfill the unit's responsibilities. Junior professional development leaves are granted only on condition that the employee subsequently returns to the University for a like period of further service. If the employee chooses not to return, his or her case will be reviewed by proper authorities and he or she may be required to refund the amount of pay received during the period of junior professional development leave.

Part-time tenure-eligible and continuing-eligible junior faculty members may be eligible to apply for junior professional development leaves (see below). In such a case, the leave will provide the faculty member with one semester of leave at the individual's normal one-semester FTE and salary.

To be eligible for a junior professional development leave, the faculty member must meet the following conditions:

1. Hold a .51 tenure-eligible or continuing-status eligible appointment in Social and Behavioral Sciences (or hold at least a .49 appointment in a Social and Behavioral Sciences unit that qualifies as the primary unit under the University Shared Appointments Policy);

2. Have received a favorable third or fourth year probationary review and been reappointed for another two or three years (a faculty member may apply for a junior professional development leave prior to the occurrence of the third or fourth year probationary review, and may be granted a junior professional development leave on condition that the review is favorable);

3. Has not held more than one semester of university research fellowship funding (e.g., a Udall Fellowship or an SBSRI Fellowship), or two semesters of fellowship support from any source.

4. Have applied for, but not necessarily received, external grant or fellowship funding during their time in rank at the University of Arizona.

The College hopes that the JFPDP will be close to self-sustaining. To that end, we recommend that JFPDP applicants include in external funding proposals requests for direct salary replacement. This ideal does not represent an absolute requirement; it is recognized that some funding agencies do not provide salary support or relatively little indirect cost returns and that the nature of support varies across disciplines. Nonetheless to the extent possible the ideal should be approximated. In particular, applicants for external support should minimally aim at receiving at least \$6,500 in direct salary support for the period of the development leave, or \$21,667 in indirect cost returns to the University for the calendar year of the development leave (this amount yields \$6,500 for the College to replace teaching).

If a faculty member is awarded a junior professional development leave by virtue of receiving an external award for a salary

replacement of \$13,000 or more, the College will make every effort to provide health care benefits to the faculty member during the period of the leave. Faculty who obtain extramural salary support should contact the Dean's Office immediately so that appropriate steps can be taken to establish these health care benefits.

If a faculty member receives a junior professional development leave but is not awarded an external grant or fellowship, the individual's department may apply as part of its Special Needs Request to the Dean's Office for temporary funds to replace one course from the individual's normal teaching assignment. Each department must determine what priority to assign this request relative to its other needs. The award of the junior professional development leave is not conditional upon the department's receiving this funding.

Junior faculty professional development leave proposals are reviewed by the SBS Sabbatical Advisory Committee and are awarded on the basis of merit. Final decisions are made by the Dean. Awards will be based on the quality of the proposed project, on the evaluations provided by the candidate's department head or director and by one additional reference (either internal or external), and on the quality and appropriateness of any submitted fellowship or grant proposal(s) which accompany the application. Faculty who are awarded both a junior professional development leave and an external grant or fellowship will be expected to accept the external grant or fellowship as their source of funding for the semester, but will also be recognized as having received a junior professional development leave as an honorary award. The JFPDP is not a competitive program in the sense that there is normally no limit on the number of junior professional development leaves that may be awarded by the college in any one year.

Faculty who take junior faculty professional development leaves are eligible for subsequent University sabbaticals according to the usual University guidelines (U.H.A.P. Section 8.03.02). Junior professional development leaves will have no impact on timing of eligibility for the standard University sabbatical.

A concise final report from the JFPDP awardee is to be submitted to the Dean's Office no later than the end of the first semester following the development leave. This report should describe scholarly advances and accomplishments made possible through the leave.

Knowledge

Applications for junior professional development leaves are due in the Dean's Office by November 1 of the year proceeding the academic year in which the development leave is to be taken (thus a faculty member who wishes to take a junior professional development leave during 2004-2005 should submit his or her application on November 1, 2003). The JFPDP application should consist of:

1. A completed application form (copies available from the Dean's Office website, <http://w3.arizona.edu/~sbs/AcadAffairs/JrProfLeave.htm>).
2. A curriculum vitae.
3. A 3 page proposal describing the research to be undertaken during the applicant's leave, the anticipated products of the research, and the relevance of the research to the applicant's scholarly development and the field in which he or she is working.
4. A letter from the unit head or director, evaluating the merit of the proposal, explaining how the applicant's normal responsibilities will be covered, and certifying that the candidate has received a favorable third or fourth year probationary review. (For candidates whose reviews have not yet been completed at the time of the application, a letter from the head or director certifying favorable action will be required at the completion of the third or fourth year probationary review.)
5. A letter from another referee, evaluating the merit of the proposal.
6. A list of external grant and fellowship proposals during time in rank at the University of Arizona, their current status, and the direct salary support or indirect cost returns requests in the proposals that would cover the period of leave. Ideally, at least one of these proposals would cover the period of the applicant's proposed junior professional development leave. Applicants are encouraged to include copies of their submitted grant and fellowship proposals as part of their applications for the JFSPD.