


The College of Social and Behavioral Sciences

	Policy:	
	Opportunity for Professional Development Leave for Multi-Year Lecturers	
	Revision: 26 February 1997	Effective: 26 February 1997

Policy

Occasionally it will be in the best interests of the College to grant a professional development leave to one of its multi-year faculty members, to enable him or her to make professional advances and increase effectiveness in his or her current position. Normally such leaves will be granted only within the following guidelines:

A. Professional development leaves may be granted to further any of the following objectives: teaching improvement; research and publication; and integration and interpretation of existing knowledge relevant to the lecturer's professional responsibilities.

B. Professional development leaves will be granted only to multi-year lecturers who (a) have served as a multi-year lecturer in Social and Behavioral Sciences with an appointment of .5 or more for a period of not less than six years, (b) have been promoted to senior lecturer, (c) have been re-appointed for another three year period of service, and (d) have at least one more year of appointment subsequent to the year in which the professional leave is taken. Time served in excess of six years may not be accumulated towards future professional development leaves.

C. Multi-year lecturers may apply for a professional leave of one semester. The University will compensate the individual at the individual's normal salary rate during this semester (thus a full time multi-year lecturer will receive a full-time salary, a half-time multi-year lecturer will receive a half-time salary, and so forth).

D. A multi-year lecturer who is interested in applying for a professional development leave should discuss the issue with the

unit
administrator
and the dean.
If there is
willingness in
principle to

approve the leave, the multi-year lecturer should then apply for a leave following the normal procedures for sabbatical leave applications. Applicants should use the same form as applicants for sabbatical leaves, noting, however, that the application is for a professional development leave. The SBS Sabbatical Advisory Committee will recommend action to the Dean on the application. Final decision rests with the Dean.

E. 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, secretarial 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 professional leave.

F. 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.

G. 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.

H. Following a professional development leave, six years of further service are required before an employee becomes eligible for another such leave. Leaves of absence without pay may not be counted towards a professional development leave.

I. Participation in health and other benefits programs during the professional development leave is governed by the same policies that govern faculty on sabbatical leave.

Knowledge