

FACULTY PROFESSIONAL DEVELOPMENT LEAVE PROGRAM

Twelve complete copies of each application must be delivered to the Graduate College no later than 5:00 p.m. the day of the deadline. All proposals must first be approved by the appropriate Academic Dean; to allow sufficient time for review, proposals should be **submitted to your Dean's office no later than one week before the deadline.**

DESCRIPTION OF SUPPORT

The Radford University Faculty Professional Development Leave Program provides tenured faculty an opportunity to engage in advanced study, research, and/or other scholarly and creative activities that will enhance their competencies as teachers/scholars and better prepare them to fulfill their teaching and other professional obligations to the university. This program supports traditional forms of professional development as well as alternative opportunities that would enable a faculty member to intern with a company, agency, school, or other such entity in order to enhance, reestablish, or re-energize their research, scholarship, or creative activity in their area of professional practice. Leave may be requested at full pay for one semester or at one-half pay for two semesters, according to the terms specified in the Faculty Handbook. Faculty are responsible for their own living expenses.

ELIGIBILITY

To be eligible for Professional Development Leave faculty members must be tenured with seven years of prior university service before the time the leave will begin or have completed seven years of service prior to the time this leave will begin since a previous Faculty Professional Development Leave. Time spent on Faculty Professional Development Leave is not considered in compiling minimum service requirements for future leave. Only proposals submitted by full-time tenured faculty or full-time faculty who may have tenure granted prior to the leave date will be considered. A proposal submitted by a faculty member being evaluated for tenure may be recommended by the committee to the Provost. Acceptance of the leave is contingent on the granting of tenure. A faculty member who is granted a leave will not be eligible to apply for another leave until he/she has taught full-time for seven years at Radford University following completion of the previous leave.

While on professional development leave, a faculty member will continue as a Radford University employee with full fringe benefits in accordance with established State policies. Each semester spent on leave will count toward total years of service for purposes of promotion or seniority at the institution. A faculty member on leave at full pay may not accept remunerative employment elsewhere while on professional development leave. A faculty member on leave at one-half pay may accept part-time employment during his/her leave as long as the total compensation does not exceed the amount the faculty member would have received at full salary.

AMOUNT OF SUPPORT AVAILABLE

Leave may be requested at full pay for one semester or at one-half pay for two semesters, according to the terms specified in the Faculty Handbook. To maximize the number of awards that can be made annually, faculty are encouraged to consider leave requests of one year at (half) pay or adjustments of workload within the department, where possible.

In addition, faculty may apply for support up to \$1500 to cover related scholarly or creative activity costs. Funds may be used to underwrite expenses related to research, scholarship, or creative activity such as equipment, supplies, and travel. Additional salary support for faculty is not allowed.

HOW THE SUPPORT MAY BE USED

The Radford University Faculty Professional Development Leave Program may be used to provide tenured faculty opportunities to engage in advanced study, research, and/or other scholarly, creative, or applied activities that will enhance their competencies as teachers/scholars and/or enhance, reestablish, or re-energize their research, scholarship, or creative activity to better prepare them to fulfill their teaching and other professional obligations to the university.

EVALUATION CRITERIA FOR PROPOSALS

The Faculty Professional Development Leave and Research Support Committee will evaluate and recommend proposals for support to the Provost. The Professional Development Leave Committee consists of the following: Graduate Dean (shall serve as Chair); 2 Academic Deans (appointed by the Provost for one year terms); 5 Tenured Faculty (one from each College, elected by the faculty of each College for three year terms); President of the Faculty Senate or his/her designee; and Executive Director of Research and Sponsored Programs.

The Faculty Professional Development Leave Committee will meet to discuss the proposals and make recommendations. Proposals must be written in a clear and concise manner. Consideration will be given only to those proposals that conform to the required format. Final recommendations will be based upon judgments made by the Committee regarding the relative merit and impact of each proposal. Quality of the proposal will be judged based on each of the necessary components of the narrative outlined below. Therefore, the proposal should be strong in communicating the importance of the leave, the work to be accomplished, the conceptual framework, methodology, and statistical analysis, if appropriate. If projects involve research or data collection using human subjects or vertebrate animals, the proposal must acknowledge that institutional approval will be obtained.

The chairperson of the committee will report the conclusions and recommendations of the committee to the Provost. Recommendations for leaves are made to the Board of Visitors consistent with available resources. When faculty take a full year of leave, the equivalent of one half of the faculty member's salary is available to support replacements for faculty on Faculty Professional Development Leave. Since these funds typically only cover a part of the total needed, adjustments of teaching assignments within departments are also needed to support these leaves.

NOTIFICATION

Applicants will be notified of the recommendations in writing by the end of the **Fall Semester for applications submitted in October and the end of Spring Semester for applications submitted in February**. Recommendations for leave will be submitted to the Board of Visitors. Faculty Leaves must be approved by the BOV.

POST AWARD EXPECTATIONS

Faculty who accept professional development leaves must agree to return to Radford University for a period of at least one year following the leave or repay the University the full amount paid to the faculty member during the leave. Grants made under the scholarly and creative grant program must be spent according to state policies and deadlines.

A full report of the activities undertaken by the faculty member during the leave must be sent to the Provost within six months following the completion of the leave. The faculty member must also include a copy of the report with his/her annual faculty report.

ADDITIONAL QUESTIONS

If you have additional questions, you may contact
Dr. Dennis Grady, Graduate Dean (FPDL Committee Chair)
831-7163
dgrady4@radford.edu

WHAT TO INCLUDE IN THE APPLICATION

It is the applicant's responsibility to ensure that the proposal is complete so that it can be reviewed by the Committee. Application materials must adhere to the following outline as they represent the evaluation criteria:

\$ Cover Sheet

\$ **Abstract**

\$ **Narrative** including:

- a complete description of the advanced study, research, and/or other scholarly activities being proposed
- a description of how the proposal will expand or carry forward advanced study, research, and/or other scholarly efforts which the faculty member has already established
- a description of how the faculty member's advanced study, research, and/or other scholarly efforts can reasonably be advanced during the requested leave.
- a description of the quality and scope of the professional development the faculty member is likely to achieve
- a description of how outcomes of the advanced study, research, and/or other scholarly activities will be disseminated beyond the University, or if for an internship, a description of the site and anticipated activities
- a description of how the leave will benefit Radford University.

\$ **Career Vita**

\$ **Department Chair Endorsement Letter (signed evaluation that indicates whether the chair supports or does not support the request and includes):**

- detailed evaluation of the quality of the proposal
- an evaluation of the proposal's contribution and benefit to the University and how it complements teaching
- an evaluation of the proposal's contribution to the faculty member's professional development
- a detailed description of how the applicant's classes and other departmental responsibilities will be covered in his/her absence
- a detailed description and amount of additional instructional resources requested/required order to support the proposal.

\$ **Dean Endorsement Letter (signed evaluation that indicates whether the dean supports or does not support the request and includes):**

- an evaluation of the proposal's contribution and benefit to the College
- an evaluation of additional instructional resources requested/required and the degree to which these resources can be supported by the College.

\$ **Other Supporting Information** (include only if absolutely necessary)

COVER SHEET: FACULTY PROFESSIONAL DEVELOPMENT LEAVE

Name _____
 Department _____ College _____
 Office Phone _____ E-mail _____
 Office Location _____ Date Tenure Effective _____

Previous Faculty Professional Development Leave?

- No
 Yes (date leave ended _____)

Leave Period Requested

- Fall (year _____)
 Spring (year _____)
 Full Academic Year (_____)

Type of Leave Requested

- Scholarly Development
 Applied Opportunity

Covering the Period of the Leave (Describe how teaching, service, and advising responsibilities will be covered during the leave period)

Additional Instructional Resources (Detail any request for additional instructional resources needed to cover the faculty member's absence during the leave period and, to the extent possible, indicate the course(s) to be covered, the amount requested, and the term the funds are needed)

Course	Amount Requested	Term Needed
	Total	

Related Scholarly and Creative Activity Funds (Detail any request for Related scholarly and creative activity funds (up to a total of \$1500). Indicate the budget item (e.g., equipment, supplies, travel) and the amount needed for each budget item)

Budget Item	Amount Requested	Justification
	Total	