FACULTY PROFESSIONAL DEVELOPMENT LEAVE PROGRAM
TERM: FALL 2023 – SPRING 2024

APPLICATION GUIDELINES

APPLICATION DUE DATE

An electronic copy of each application must be sent to the Office of Sponsored Programs (spgm@radford.edu) no later than 5:00 p.m. on Monday, November 14, 2022.

There will only be one call for FPDL during the 2022-23 Academic Year for either or both Fall 2023 and/or Spring 2024 term.

All proposals must first be approved by the appropriate Academic Chair and Dean. Proposals should be submitted to your Dean’s office no later than one week before the deadline to allow sufficient time for review.

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 that will 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 (7) 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 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 and University 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 leaves 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. **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 Scholarly Activities Committee will evaluate and recommend proposals for support to the Provost. The Committee consists of the following: Associate Provost for Research, Faculty Success & Strategic Initiatives (shall serve as Chair); Tenured Faculty (one from each College, appointed by the Faculty Senate Executive Committee; President of the Faculty Senate or his/her designee; and the Director of Sponsored Programs and Grants Management.

The Scholarly Activities 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. The proposal will be judged based on: promise of quality of the applicant’s work as a scholar, the scope and impact of the work to be accomplished, and the strength of the faculty professional development leave narrative. 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 current 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 the leave.
NOTIFICATION

Applicants will be notified of the recommendations in writing during the Spring Semester.

POST AWARD REPORTING REQUIREMENT

Faculty Professional Development Leave is granted with the expectation that the increased competence of the recipient will also benefit the University. The faculty member must, therefore, upon completion of his or her leave, return to full-time service with the University for a period equal to the period of leave, or repay the University the full amount paid to the faculty member during the leave.

A written report describing accomplishments while on leave must be submitted by the faculty member to the Department Chair, Dean, Chair of the Faculty Professional Development Leave Committee, and the Provost with his or her Faculty Annual Report or within three months of return from leave.

ADDITIONAL QUESTIONS

If you have additional questions, you may contact the SAC Committee Chair, Dr. Jeanne Mekolichick, Associate Provost for Research, Faculty Success & Strategic Initiative, at 831-5114 or jmekolic@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 (5-page limit)** including:
  - a complete description of the advanced study, research, scholarship, and/or creative activities being proposed; please write narrative in a way that is understandable to a broad audience
  - a description of how the proposal will expand or carry forward advanced study, research, scholarship and/or creative activity which the faculty member has already established
  - a description of how the faculty member's advanced study, research, scholarship, and/or creative activity 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, scholarship, and/or creative activities will be disseminated beyond the University, or if for an internship, a description of the site and anticipated activities
  - if applicable, a description of the outcome(s) of previous FPDLs
  - a description of how the leave will benefit Radford University.

❖ **Curriculum Vitae**

❖ **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

Fall 2023 – Spring 2024

Name ____________     College  _______________
Department __________    E-mail  _______________
Office Phone __________    Date Tenure Effective ________
Office Location __________

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)

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Total

* Any required backfill for FPDL is generally funded at the adjunct rate. If funding is required that is greater than the adjunct rate, additional justification is required and must be included as an appendix to the FPDL application.