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| PROCEDURE TITLE: | FACULTY PROFESSIONAL LEAVES |
| PROCEDURE NO.: | 2.04:1 |
| RELATED POLICY: | 2.04 |
| PAGE NO.: | 1 OF 4 |
| RESPONSIBLE ADMINISTRATOR: | VPAA |
| EFFECTIVE DATE: | 06/09/17 |
| NEXT REVIEW DATE: | 06/2020 |
| APPROVED BY: | PRESIDENT |

1.0 This procedure addresses the application and approval of Faculty Professional Leave (FPL) under Board of Trustees Policy 2.04.

2.0 APPLICATION

2.1 Applicants shall submit a proposal, relevant supporting documentation, and an application form (available from the Provost's Office) for review and approval.

2.1.1 The proposal must include a detailed description and goals of the scholarly activity that the faculty member will pursue during leave. The proposal will detail how the activity will advance the faculty member's professional development.

2.1.2 Proposals for FPL for advancement of pedagogical or administrative skills must include a rationale describing the benefits to Shawnee State University, as well as to the faculty member's professional development.

2.2 Employment during FPL is limited to employment that directly advances the goals of the FPL and must be approved in writing by the Provost. If the faculty member will be engaging in any employment activities (for SSU or any other employer, including self-employment and consulting) those activities must be described and justified in the application.

2.2.1 The proposal should include a list of any University employment activities (e.g. committee assignments, student organization advising, campus event planning) that the faculty member would otherwise be involved with so that appropriate substitutes may be found.

2.2.2 The FPL proposal must describe any non-SSU compensation that the faculty member will receive while on FPL. Per Policy 2.04, the faculty member may not receive compensation for FPL work from a non-

University agency or other external source, except as described in the following subsection.

- 2.2.3 A faculty member on a two semester FPL may supplement their salary through limited external sources, such as grants, provided that the activity to be compensated supports the purpose of the FPL and the external support combined with the reduced stipend does not raise the faculty member's compensation above the level of their base salary. Such compensation must be described in the proposal.

2.3 Required Approvals

Department Chairperson (if applicable), College Dean, University Faculty Senate Research and Scholarly Affairs Committee, Provost, and President

- 2.3.1 The Department Chairperson and College Dean will review the proposal and each include a statement of support or opposition (including reasons for such) on the application form but will not prevent the application from going forward. The Department Chairperson and College Dean will describe what actions will be needed to staff the courses that would otherwise be taught by the faculty member seeking FPL.

2.4 Application deadlines

- 2.4.1 The applicant shall deliver the packet of processed materials to University Faculty Senate Research and Scholarly Affairs Committee Chairperson by October 15, during the fall semester prior to the academic year of the proposed professional leave.
- 2.4.2 A spring submission date of March 15 follows the same requirements as the fall submission date. Spring applications for professional leave will not be considered for the following academic year but rather for ones thereafter.
- 2.4.3 The listed submission dates apply for either a one-semester or two-semester professional leave. If the submission dates fall on a weekend or holiday the suggested dates will be changed to the following work day.

3.0 CRITERIA FOR SELECTION

- 3.1 Evaluators will place greatest weight on the merits of the proposal with regards to the professional development of the faculty member and the advancement of the mission of the University.
- 3.2 Consideration will be given to the ability of the academic unit to arrange for alternate course staffing during the period of professional leave.
- 3.3 Consideration will be given to the total funds available for professional leave in a given year.

4.0 TERMS OF PROFESSIONAL LEAVE

- 4.1 Tenured or continuing contract faculty members with at least seven (7) years of employment at Shawnee State University are eligible to request FPL following the guidelines as established by the University Faculty Senate in consultation with the Provost and in accordance with the Policy 2.04 and requirements of Ohio Revised Code Section 3345.28.
- 4.2 FPL may take the form of:
 - 4.2.1 One semester at 100% of base salary and full benefits.
 - 4.2.2 One academic year (two semesters) at 66% of base salary and full benefits.
- 4.3. Within 60 days of the completion of the FPL, recipients will submit a written report of the goals and accomplishments while on FPL to the President and Provost that conforms to requirements of O.R.C. 3345.28 and agree to remain employed at the University for one (1) additional academic year. If the faculty member does not fulfill this requirement, s/he shall be required to refund the salary plus benefits received during the FPL.
 - 4.3.1 The faculty member must submit a report to the President and Provost demonstrating attainment of goals that were established in the application/proposal. The report will include a description of the research, scholarship, or creative activity and a detailed accounting of accomplishments. The report may include attachments that verify accomplishments (e.g. manuscripts, presentations, performances) completed during the professional leave. It is also encouraged that the faculty member present findings and/or progress of the professional leave to the Shawnee State University community via the Faculty Festival of Achievement or other similar scheduled events.

- 4.4 Upon return to service, the faculty member shall be restored to his/her former teaching position and shall suffer no loss of rank or contract status.
- 4.5 Terms of the leave will be clearly stated in a letter from the University Provost to the faculty member.

History

Effective: 06/09/17