

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate

BRIEF SUMMARY: This bill revises the section for "Professional Development Program" in Chapter 4 of the *Faculty Handbook*.

REVISING PROFESSIONAL DEVELOPMENT PROGRAM

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the section "Professional Development Program" in Chapter 4 of the *Faculty Handbook* will be replaced by this bill.

Professional Development Program

Faculty Senate bill 11-A-21 begins here.

The University utilizes a multi-faceted professional development program to serve the professional aspirations of the individual faculty member, as well as the instructional and programmatic needs of the University in its service to students. Elements of this program include opportunities for funding for professional development activities of the individual faculty member, participation in other institutional grant programs, and several different types of professional leave. These opportunities are described below.

Individual Professional Development Program

The Faculty Tenure and Promotion Policy requires that a one-time individual professional development allocation be awarded to a faculty member who receives promotion or post-professorial merit. These funds are to be used by faculty members to support their professional development activities broadly construed, subject to the conventional university and state financial procedures.

Department Level Professional Development Program

Each academic year funds are allocated to every academic department on a full-time-equivalent basis to help individual faculty members defray the costs of their professional development activities, including attending professional meetings. Each department will establish procedures for the distribution of these funds, subject to the conventional university and state financial procedures.

Other Institutional Professional Development Support

43 The University may maintain a variety of internal grant opportunities for faculty
44 to fund certain specific activities or goals. The eligibility requirements, funding
45 levels, and application and selection procedures are determined by the granting
46 entity.

47 On occasion, faculty members may be offered a release from part of their usual
48 teaching loads to pursue approved development goals. These arrangements are
49 typically negotiated on an ad hoc basis.
50

51 **Sabbatical Leave Program**

52 As an institution of higher education, the University is committed to maintaining
53 a quality learning environment in which faculty and students can develop skills and
54 ideas, acquire knowledge, and engage in creative activities covering a wide range of
55 disciplines and fields. As an expression of this commitment, the University provides
56 a sabbatical leave program for tenured faculty to enhance their professional
57 competence and the total teaching/learning environment. The sabbatical leave,
58 therefore, represents a dual investment – an investment of time and expertise on the
59 art of the individual faculty member and a financial investment by the University –
60 which promises to result in improved teaching, enriched programs, and the
61 advancement of knowledge and creative activity at the University.
62

63 **Sabbatical Purposes**

64 A sabbatical leave may be granted to tenured faculty for the purpose of
65 professional advancement. A sabbatical leave is not automatic; rather, it is awarded
66 based on professional need and accomplishment. The leave provides a means for
67 improving teaching or instructional programs, engaging in research or writing for
68 publication, pursuing creative activities, developing programs directly related to
69 institutional needs, or exploring alternative career patterns. Sabbatical requests
70 require prior joint faculty/administrative endorsement.

71 Because of the diversity of fields and disciplines within the University, it is
72 possible to define a wide range of activities that constitute legitimate use of a
73 sabbatical leave. Such activities may include, but are not limited to, the completion
74 of books, monographs, or articles; completion of creative projects; professional
75 travel, study or other work contributing to projects already underway; development
76 of new instructional programs; extensive revision of existing programs; post-
77 doctoral experiences and study; and advanced preparation for academic
78 respecialization. If the respecialization is administratively prompted, it is assumed
79 that most of those costs would come from outside the sabbatical program funds. A
80 sabbatical leave is not to be used for work toward the completion of an advanced
81 degree.
82

83 **Definition of Sabbatical Leave**

84 A sabbatical leave is a leave of absence taken for a full academic year at one-half
85 salary plus one-half the maximum elective contribution for the Family Medical Care
86 Plan under Southeast Missouri State University's Cafeteria Plan or for one semester
87 at full salary. The base salary is that which would have been forthcoming in the year
88 of the sabbatical. While on sabbatical leave, the faculty member is an employee of
89 the University and will receive all benefits due to faculty who are regularly
90 employed. Faculty on sabbatical leave will receive their salaries in regular payments,
91 as they would if they were normally employed.

92 Since it is essential to maintain the integrity of programs and offerings at the
93 University, arrangements must be made to compensate for the absence of faculty
94 members on sabbatical leave.

95 Eligibility requirements, application and selection processes, and related
96 procedural provisions are set out in the "Sabbatical Leave Procedures."

97

98 **Other Leaves**

99 In addition to sabbatical leaves, there are other types of leaves which may be
100 available to the faculty member. In most cases, these leaves will permit the faculty
101 member to take advantage of professional development or other types of personal
102 enrichment opportunities. These leaves are of two main types:

103 **Leave Without Compensation**

104 A faculty member on this type of leave receives no salary but will be given the
105 opportunity to continue under the University benefits package by compensating
106 the institution for the costs of continuing coverage, subject to the terms of
107 existing university policy on faculty compensation. The faculty member may
108 apply for and receive faculty development funds in accordance with
109 conventional department or university procedures.

110 **Leave With Compensation**

111 A faculty member on this type of leave receives salary, benefits, or other
112 compensation, the amount of which is determined through the deliberative
113 process which awards the leave. This type of leave entails a teaching or financial
114 commitment, the nature of which is also determined through that deliberative
115 process. These leaves are of two types:

116 **1. Leave to Complete Appropriate Terminal Degree**

117 In certain circumstances, leave with compensation will be awarded to
118 faculty members to facilitate their completion of the appropriate terminal
119 degrees. These leaves will only be available to faculty hired in fields
120 where market forces make it unlikely that a candidate with similar
121 qualifications or characteristics and with the terminal degree can be hired.

122 **2. Leave to Pursue Other Professional Development Opportunities**

123 In certain circumstances, other professional development opportunities
124 may be presented to the faculty member which are unique in their value

Handbook Section: "Professional Development Program" in Chapter 4

Proposed Change: Revising Section

Source of Bill: Faculty Compensation Committee

125 to that person and the University; or which have such time constraints as
126 to justify treating them outside the framework of the conventional
127 sabbatical leave policy. Leaves may be awarded to support faculty pursuit
128 of these opportunities.

129 Procedures regarding these Other Leaves are set out in the "Faculty Leave
130 Program Procedures."
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Action	Date
Introduced to Senate	2/14/2014
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	