



BOARD OF REGENTS MOTION CONSIDERATION FORM

October 21, 2011

Open Session

I. Motion to be Considered:

Approve adoption of the attached proposed revision (Faculty Senate Bill 11-A-21) of the *Professional Development Opportunities Policy* and the rescission of the existing Chapter 4 of the Faculty Handbook.

II. Background:

At their March 25, 2010 meeting, the Board of Regents directed President Dobbins, working with the Faculty Senate, to review the Faculty Handbook and recommend changes to ensure that the Faculty Handbook conforms to current Board policies and directives.

On April 29, 2011 the Faculty Senate approved Faculty Senate Bill 11-A-21 which recommended clarification and updates to the *Professional Development Opportunities* Chapter 4 of the Faculty Handbook, and has recommended separating the provisions of the chapter into separate "policy" and "procedures" sections. The bill recommends amendment of the existing Chapter 4 of the Faculty Handbook to delete the existing content and replace it with the language attached, only upon approval of the companion procedures in Faculty Senate Bills 11-A-22 (College Level Professional Development), 11-A-23 (Sabbatical Leave), and 11-A-24 (Other Faculty Leave). The updated policy language added clarity and brevity to the handbook, making the policy considerably shorter and easier to understand. The proposed policy is re-organized so that topics are presented in a more logical fashion.

Accompanying the proposed policy are three related procedures: College-level Professional Development, Sabbatical Leave, and Other Faculty Leave. These revisions update procedures that were mixed throughout the old Chapter 4, add clarity, and include expectations related to each type of leave. The resulting changes have also shortened the procedures considerably. Until such time as all of these bills are approved, existing policy and procedures shall remain in effect.

Attachment 1 is the proposed new policy for the Faculty Handbook *Professional Development Opportunities Policy* section. Attachment 2 is the draft handbook procedure sections for *College Level Professional Development, Sabbatical Leave, and Other Faculty Leave* and are for information purposes only.

Recommended By:

Student Government _____	Chairperson _____
Faculty Senate <u> X </u> _____	Dean _____
Administrative Council _____	Academic Council _____
VP, Enroll. Man. & Stu. Suc. _____	Provost <u> Tom Bantz </u> _____
VP, Finance & Admin. _____	President <u> [Signature] </u> _____
VP, University Advancement _____	

Board Action on: _____	Postpone: _____
Motion By: _____	Amend: _____
Second By: _____	Disapprove: _____
Vote: Yeas: _____ Nays: _____	Approve: _____
	Secretary: _____

This attachment identifies the Faculty Handbook wording changes associated with the Board of Regents motion: “Approve adoption of the proposed revisions (Faculty Senate Bill 11-A-21) to the language of the current *Professional Development Opportunities Policy* (ch. 4).”

PROPOSED NEW HANDBOOK POLICY LANGUAGE (ch. 4)

Bill 11-A-21 starts here:

Professional Development Program

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 the faculty member to support his/her 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.

College Level Professional Development Program

The Faculty Development Program at the college level exists to provide support and opportunity for faculty members to realize their potential and to improve the quality and effectiveness of the total educational effort of the University. To this purpose the Provost will allocate a specific sum of money to each college at or near the beginning of each fiscal year to support the professional needs of the faculty. The funds will be made available according to the “College Level Professional Development Procedures.”

Other Institutional Professional Development Support

The University may maintain a variety of internal grant opportunities for faculty to fund

certain specified activities or goals. The eligibility requirements, funding levels, and application and selection procedures shall be determined by the granting entity.

On occasion, a faculty member may be offered a release from part of his or her usual teaching load in order to pursue approved development goals. These arrangements are typically negotiated on an ad hoc basis.

Sabbatical Leave Program

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

Sabbatical Purposes

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

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

Definition of Sabbatical Leave

A sabbatical leave is a leave of absence taken for a full academic year at one-half salary plus one-half the maximum elective contribution for the Family Medical Care Plan under Southeast Missouri State University's Cafeteria Plan or for one semester at full salary. The base salary is that which would have been forthcoming in the year of the sabbatical. While on sabbatical leave, the faculty member is an employee of the University and will receive all

benefits due to faculty who are regularly employed. Faculty on sabbatical leave will receive their salaries in regular payments, as they would if they were normally employed.

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

Eligibility requirements, application and selection processes, and related procedural provisions shall be set out in the "Sabbatical Leave Procedures."

Other Leaves

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

Leave Without Compensation

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

Leave With Compensation

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

1) Leave To Complete Appropriate Terminal Degree

In certain circumstances, leave with compensation will be awarded to a faculty member to facilitate his/her completion of the appropriate terminal degree. These leaves will only be available to faculty hired in fields where market forces make it unlikely that a candidate with similar qualifications or characteristics and with the terminal degree can be hired.

2) Leave To Pursue Other Professional Development Opportunities

In certain circumstances, other professional development opportunities may be presented to the faculty member which are unique in their value to that person and the University; or which have such time constraints as to justify treating them outside the framework of the conventional sabbatical leave policy. Leaves may be awarded to support faculty pursuit of these opportunities.

Procedures regarding these Other Leaves shall be set out in the “Faculty Leave Program Procedures.”

Professional Travel

When conducted under the auspices of the University, faculty professional travel will follow established procedures, maintained here (hyperlink).

Chapter contains portions of:

Faculty Senate Bill 93-A-1, approved by Faculty Senate Jan. 27, 1993

Faculty Senate Bill 87-A-02R, approved by Faculty Senate Apr. 1987, by Board of Regents May 1987

Faculty Senate Bill 85-A-05, approved by Faculty Senate Apr. 1985, by Board of Regents June 1985

Faculty Senate Bill 10-A-06, approved by Faculty Senate Mar. 24, 2010, by Board of Regents June 22, 2010

Entire chapter amended by Faculty Senate Bill 11-A-21, approved by Faculty Senate April 20, 2011, by Board of Regents __ (date) _____

DRAFT NEW HANDBOOK PROCEDURE LANGUAGE

(This draft procedure section is attached for information purposes only. Implementation of the associated revised policy will occur after updates to the procedures are agreed upon.)

Bill 11-A-22 College Level Professional Development Procedures starts here:

College Level Professional Development Procedures

A. Each college, school, and Kent Library shall maintain a Faculty Development Committee, composed of one (or, at the discretion of the unit, two) representative(s) from each department within the unit, such representatives being elected by the full-time faculty in each department.

B. The Faculty Development Committee shall recommend to the faculty of the unit a membership rotation plan for the Committee, as well as a procedure to be used for allocation of the available funds. The allocation procedure may consist of:

- 1) an allocation of the funds on a per capita basis to each full-time faculty member in the unit,
- 2) a competitive application process incorporating criteria and priorities, or
- 3) some other procedure.

The initial membership rotation plan and allocation procedure shall be effective once approved by a majority of unit faculty voting in a unit-wide meeting, by mailed paper ballot, or by electronic ballot. Annually, the Committee shall review the unit procedures and submit to the faculty any suggested revisions, subject to the required majority approval, as above.

C. One-tenth of the total amount allocated to the college, school, or Kent Library for the fiscal year shall be designated for use by the dean. These funds will be used at the dean's discretion to support development activities for faculty members of the unit, and shall be listed in the annual reports, as below.

D. For units that use a competitive application process, the dean shall receive applications and forward them to the Faculty Development Committee. The Committee shall evaluate the applications in accordance with the approved procedures, and shall submit its recommendation to the dean regarding the funding level. The dean will consider recommendations to fund proposals in a timely fashion. If approval is granted, the dean will provide for the appropriate disbursement of the award. If approval is not granted, the dean will provide explanation to the committee. If there is substantial disagreement on the awarding of funds, the matter will be referred to the College Council for final dispensation.

For units using a per capita allocation, the funds shall be available to faculty members in the same manner as the departmental-level faculty development funds.

E. Within two months of the end of each fiscal year, the dean will compile and publish or distribute (in printed or electronic form) to the faculty of the college, school, or Kent Library a

list of recipients of all development grants awarded, purposes, funds expended, and the remaining balance of all available funds.

F. Information concerning the unit procedures, funding periods, and/or applications shall be made available through the dean, department chairpersons, or members of the Faculty Development Committee.

G. Unit procedures and criteria that were in force at the time of the approval of this policy, and that are not in conflict with it, shall remain in force until revised according to the provisions above.

Procedures contain portions of:

Faculty Senate Bill 87-A-02R, approved by Faculty Senate Apr. 1987, by Board of Regents May 1987

Faculty Senate Bill 10-A-06, approved by Faculty Senate Mar. 24, 2010, by Board of Regents June 22, 2010

Amended by Faculty Senate Bill 11-A-22, approved by Faculty Senate April 20, 2011, by President (date)

DRAFT NEW HANDBOOK PROCEDURE LANGUAGE

(This draft procedure section is attached for information purposes only. Implementation of the associated revised policy will occur after updates to the procedures are agreed upon.)

Bill 11-A-23 Sabbatical Leave Procedures starts here:

Sabbatical Leave Procedures

Eligibility and Special Conditions

1. Only tenured faculty are eligible to apply for a sabbatical leave.
2. A sabbatical leave may not be taken prior to the seventh year of full-time employment at the University. Faculty who have not yet received a sabbatical leave are eligible to apply in their sixth year of full-time employment; or in any year thereafter for a sabbatical leave to be taken in the following year.
3. A sabbatical leave may be granted the same person only once every seven years.
4. The applicant agrees to return to the University for at least one year following the year of the sabbatical.
5. The applicant will file a report summarizing the use of the sabbatical leave not more than sixty days following the return to regular employment at the University. Three copies of the report will be submitted to the department chairperson.
6. An individual may combine a grant, such as a Fulbright, or other professional awards with a sabbatical leave. Any employment for financial gain during the period of the sabbatical leave must be approved in advance by the Provost. Normally, the total income after sabbatical leave expenses should not exceed the salary which would have been forthcoming in the period of the sabbatical leave.
7. Applications should contain a clear account of the impact of the faculty member's absence on departmental programs and of measures to be taken to absorb this impact, including an accounting of the financial commitment necessary to compensate for the faculty member's absence. As a guiding principle, no more than five percent of the faculty may be on leave in any academic year.

Faculty Replacement

When an individual is on one-semester leave at full pay, departments are expected to make appropriate adjustments in course offerings and faculty loads to maintain their responsibility to serve students. Such arrangements must be approved by the dean. In those cases where appropriate adjustments cannot be made within existing resources, additional resources may be provided by the college dean or the Provost. The awarding of the sabbatical will be contingent upon the approval of suitable arrangements. When an individual is on leave for the entire academic year at half pay, the remaining one half of the salary will be made available for part-time replacement.

Preparation of Sabbatical Proposals

Applicants should indicate the relevance of their proposals to University goals and department

objectives, including the enhancement of academic programs and instruction, and the professional growth of the faculty member. The objectives of the sabbatical leave should be clearly defined, and the proposed use of time, including travel, should be justified with reference to these objectives. The itinerary of any proposed travel should be included. If the proposal requires a formal relationship with another institution or agency, these details must have full endorsement of the outside group.

In addition, there should be evidence relating to the quality of the proposal and the qualifications of the applicant to achieve the proposal's objectives. Such evidence will typically include a bibliography of past publications, an account of relevant professional activities, and supporting letters from colleagues at the University.

Supporting letters from colleagues outside the University are appropriate when another institution or agency is involved. Finally, sabbatical proposals should indicate substantial promise of success. Evidence should be included indicating the likelihood that the project can be completed in the allotted period of time and that the proposed use of time is sufficient to achieve the stated objectives. If a book or article is planned, evidence that it is publishable or will receive professional distribution should be included. If a new program is to be developed, there should be evidence that it will be instituted when completed. If academic respecialization or post-doctoral study is intended, there should be evidence that the faculty member's newly acquired knowledge and skills will be put to use in the classroom or in other professional activities.

Applicants are responsible for the submission of their Record of Service form and other appropriate documentation.

Assessment of Sabbatical Leave Proposals

University-wide guidelines are followed in the assessment of applications for a sabbatical leave. In general, consideration should be given to the following:

1. The potential value of the proposed project to the applicant's professional development;
2. The potential value of the proposed project to the University, to the students, and to the applicant's discipline, department, or college;
3. The evidence of preliminary planning to complete the project;
4. The qualifications of the applicant to undertake the project; and
5. The applicant's record of teaching, professional growth, and University service.
6. Departments and colleges may develop specific criteria within these guidelines.

Application and Review

1. At the end of each spring semester, department chairpersons should inform faculty of the application deadline for sabbatical leave requests.
2. Interested faculty should obtain an application for sabbatical leave from their department chairperson. Applicants are expected to include all information relevant to the University guidelines for sabbatical leave and to the specific criteria developed within their respective departments and colleges/schools.
3. Initial review of requests shall take place at the department level. Chairpersons will coordinate sabbatical leave review according to procedures established by the continuing faculty members

of their departments. The chairperson will make recommendations to the dean of the college/school including favorable and unfavorable recommendations, and submit all support materials. The chairperson should include an assessment of the applicant's absence on the mission of the department.

4. The dean, with the recommendation of the College/School Sabbatical Review Committee, shall select qualified applicants from the college/school and forward positive recommendations to the Provost. The College/School Sabbatical Review Committee shall be chosen by a method approved by the college faculty and shall be representative of the academic units within the college/school.

5. The Provost, in counsel with the University Promotion and Sabbatical Leave Committee consisting of the Dean of the Graduate School (non-rotating) and a member from each of the colleges, the School of Polytechnic Studies, and Kent Library, shall make recommendations to the President. Faculty members serve terms of five years, with one faculty member rotating off every year. Appointments to the committee are to be made in alternative years by the Faculty Senate and the President of the University.

6. The President will present recommendations to the Board of Regents for action.

The calendar for sabbatical application and review is as follows:

September 1

Faculty desiring sabbatical leave should submit their applications, including all supporting materials, to the department chairperson for review at the department level.

October 1

Recommendations from the department chairperson should be submitted to the dean for review and recommendation by the College Sabbatical Review Committee.

November 1

Recommendations from the dean should be submitted to the Provost for review and recommendation by the University Promotion Committee.

December 1

Recommendations from the Provost should be submitted to the President, who will submit the final recommendations to the Board of Regents.

February 1

Applicants should be notified of the action of the Board of Regents by the President.

Final Report

Within sixty days after returning to regular employment, recipients of a sabbatical leave will submit three copies of a final report to the respective department chairperson. The final report

should contain a brief summary of the proposal, a review of the objectives, an assessment of the accomplishment, and copies of articles, monographs or creative works prepared during the sabbatical. The chairperson will retain one copy of the report for department files and forward the remaining two copies of the report to the dean. The dean will retain one copy for the college files and forward the remaining copy to the Provost. The Provost will forward an acceptance of the report to the individual faculty member and send copies to the department chairperson, dean and President.

Procedures contain portions of:

Faculty Senate Bill 85-A-05, approved by Faculty Senate Apr. 1985, by Board of Regents June 1985

Amended by Faculty Senate Bill 11-A-23, approved by Faculty Senate April 20, 2011, by President (date)

DRAFT

DRAFT NEW HANDBOOK PROCEDURE LANGUAGE

(This draft procedure section is attached for information purposes only. Implementation of the associated revised policy will occur after updates to the procedures are agreed upon.)

Bill 11-A-24 Other Faculty Leave Procedures starts here:

Faculty Leave Program Procedures:

In all cases, it is essential that the temporary absence of a faculty member on leave not unreasonably compromise the quality of educational programs. The determination of the impact of the absence of a faculty member will be made by that person's department, as qualitative judgments regarding the program are most suitably made by those within that discipline. If an applicant's department agrees that appropriate measures can be taken to ensure that the absence of the applicant will not unreasonably compromise the quality of the program, the application can go forward. If the department determines that the absence of the applicant cannot be reasonably compensated for, the application will be denied and will not go forward.

Decisions regarding allocation of faculty resources among departments are normally made by the dean and the Provost. If they agree that sufficient resources are available to provide for overloads, part-time or term instructors, or other means the department feels necessary to reasonably maintain the quality of a department's program during the leave of a faculty member, the application shall go forward for action by the President and/or Board of Regents as necessary. It is understood that a lack of sufficient resources may be reason for a department to withdraw its approval of a leave application.

A faculty member applying for a leave shall be given a timely written response to that request from the appropriate individual(s) or group(s) considering the request. A faculty member applying for a leave to pursue a terminal degree must have a written educational plan approved by the appropriate parties in accordance with the requirements of the section of the Faculty Handbook on Faculty Professional Responsibilities.

Procedures contain portions of:

Faculty Senate Bill 93-A-1, approved by Faculty Senate January 27, 1993

*Amended by Faculty Senate Bill 11-A-24, approved by Faculty Senate April 20, 2011, by
President (date)*
