

College of Humanities

Guidelines for Professional Development Leaves

Responsibility of Individual Faculty Members: Professional development of each individual faculty member should include an ongoing plan to avoid obsolescence, overcome deficiencies, broaden scope, increase creativity, and produce a more proficient scholar and teacher. The goal of the individual professional development plan should be to meet the highest professional standards of the field. The professional development plan should include a balanced program of professional leaves, professional reading, teaching technique improvement, innovative course development, creative research, artistic production, and related community service, and/or activity in professional organizations.
University Handbook

Reasons for Professional Development Leaves

- Expansion of Knowledge
- Knowledge Renewal
- Publication (*University Handbook* 12.521-523)

Leaves may be granted for the purpose of improving teaching, as well as those in support of traditional scholarship.

Eligibility

- Professorial and professional faculty on a CFS-track are eligible. Applications from pre-CFS faculty are not encouraged and will be approved only in exceptional cases.
- Applicants must be able to provide at least one year of university service after completion of the leave.
- Applicants agree that they will not engage in supplemental teaching (evening school) during the period of the leave.

Planning and Preparation

- Leaves generally will be for one academic semester at full pay, though applications may be made for two semesters at half pay. Department chairs have the authority to prolong a leave through a spring or summer term, depending on teaching requirements and budget.
- Since applications are most competitive when they are part of a well-conceived professional development plan, faculty considering a leave are strongly encouraged to discuss their plans with their department chair at least 6 months before applications are due. Ideally, this could occur in the annual Faculty

- Stewardship interview.
- Leaves are designed to assist faculty in accomplishing substantial projects, many of which require well over a year to produce significant results. Faculty with their department chairs are encouraged to carefully plan the timing of the leave so as to maximize the benefit of released time to the project (frequently towards the beginning or the end of a project).
 - The university affixes no limits to how frequently faculty may apply for a professional development leave. However, the demands on limited college resources typically prevent the college from granting leave applications more frequently than once every five years.

External Funding

Given the limitations of college support money, applications that include sources of external funding will be given special consideration.

Evaluation

Each leave application must specify what the outcome or product will be for the leave and how that outcome will be evaluated. In the case of course or materials development it might involve evaluation by department colleagues. In all cases, the product of the leave must be shared with an appropriate public.

Application Content

- Title page with (1) name, (2) rank, (3) department, (4) duration and period of leave being requested.
- Project abstract
- Narrative describing why you are proposing the project, what you hope to accomplish and what means you intend to achieve the stated objectives.
- Statement of the impact of your leave on department courses and department, college or university service assignments.
- Statement of the value of your project to (1) you, (2) your department, (3) your discipline, (4) your students.
- Anticipated results and how they will be evaluated
- Timetable for accomplishing each outcome
- Itemized budget
- Anticipated sources of funding
- Date and outcome of past leaves
- CV

Approval Process

Typically, a committee of the deans will be convened to evaluate leave proposals. When the need arises, the dean may appoint a faculty committee to assist in the process.

Recommended Reading

BYU Electronic Handbook: https://bronx.byu.edu:443/ry/stlife/prod/Handbook/University/Academic/Professional_Development_Leave.html#P-1_0)

Zahorski, Kenneth J. *The Sabbatical Mentor*. Ankor, Bolton, MA. 1994.