

D. Faculty Development Policies

Updated July 2015, September 2015, March 2019

D-1: Guidelines for Professional Development Funds-Academic School

Professional development funds are intended to help support participation in professional and scholarly meetings. Disbursement of these funds is coordinated by the Provost.

ELIGIBILITY: Faculty (full-time and pro-rata) and academic administrative staff are eligible to apply for professional development funds. Pro rata faculty requests will be considered in light of the availability of funds.

EXPENSES:

1. **Transportation:** Eligible transportation expenses include commercial fares up to and including economy coach air fare; carpooling when financially advantageous; and car rentals or automobile mileage expenses which do not exceed the cost of economy coach air fare. Whenever possible, individuals are encouraged to take advantage of any discount airline rates. Bus or limousine service to and from the airport is included in this category.
2. **Registration Fees:** This category includes those fees charged exclusively for conference registration. It does not include membership dues. Individuals will be reimbursed at the rate of the early bird and/or institutional rate.
3. **Lodging:** These expenses include reasonable hotel/motel accommodations. Individuals should take advantage of special conference room rates and, if feasible, utilize double room rates. An individual whose spouse accompanies him/her will pay the difference between a single and double room rate.
4. **Meals:** The cost of meals is included up to a per diem cap of \$50.00.

Original itemized receipts are required for reimbursement.

FUNDING:

1. Individuals may qualify for funding by active participation in a professional meeting
 - o delivery of a paper
 - o chairing or participating in a panel or workshop
 - o serving as an officer with specific responsibilities at the meeting
2. An individual's attendance at a meeting for professional development is also eligible to be funded.
3. A two-year funding cycle has been instituted. An individual is eligible to receive up to \$2,000 within any given two-year period, based upon the availability of funds.

ADDITIONAL GUIDELINES FOR PROFESSIONAL DEVELOPMENT FUNDS-ACADEMIC SCHOOL:

1. Faculty should not plan to be away from campus more than three consecutive class days. Exceptions must have the prior approval of the school dean and the Provost. The total time away from classes per semester should not exceed one week.
2. Faculty **MUST** have the approval of their school dean before requesting funds through the Provost's professional development fund.
3. International travel is not supported through this fund although travel to the port of exit from the continental U.S. may be submitted.

D-2: Release Time Policy

PURPOSE: A periodic reduction of teaching load allows time for the development of scholarship or curriculum.

ELIGIBILITY: Full-time faculty members who have been at the University for at least three years and who have not had release time within the four semesters prior to the semester for which release time is being requested. A faculty member is not eligible for release time funding while in the evaluative period after receiving an unsatisfactory post-tenure review.

RESTRICTIONS: The faculty member may be released from 25% of time commitment for one semester.

Recipient will not be eligible for overloads during release time.

Recipient agrees to continue for at least one academic year at the University following the release time semester.

A maximum of 10% of the full-time faculty may be awarded release time per semester.

PROCEDURE FOR REQUESTING RELEASE TIME:

The faculty applicant must develop a detailed proposal that clearly states the intention of the proposed release time. The proposal should include:

- completed cover page document
- context and purposes of the release time
- foreseen benefit to both the faculty member and the University
- current curriculum vitae
- dates and purposes of previously awarded release time

The faculty member must first submit the proposal to the dean of her/his school in sufficient time for planning and scheduling for the designated semester. The dean reviews the proposal, affixes a signature to indicate awareness of the request, and adds any comments of support or reservation.

It is the applicant's responsibility to forward the proposal to the Faculty Development Committee no later than **October 1st for the following fall semester**; by October 15th the Faculty Development Committee will forward its recommendation to the Provost who will make a decision by December 1.

For the following spring semester, the applicant is to forward the proposal to the Faculty Development Committee by **February 1st of the preceding year**; by February 15th the Faculty Development Committee will forward its recommendation to the Provost who will make a decision by April 1.

RESPONSIBILITIES: The University will continue full salary to faculty members awarded release time. It will underwrite the salary of adjuncts or overloads needed to cover the 25% release time.

D-3: Sabbatical Leave Policy and Procedures

OVERVIEW OF POLICY AND PROCEDURES

The purpose of the Sabbatical Leave program at Mount St. Joseph University is to promote excellence and to renew commitment among senior faculty members undertaking extensive study, research, writing, or creative activity. Awards by the University may be limited by department needs, personnel or financial considerations.

Qualified faculty members are invited to apply by submitting a written proposal outlining as fully as possible the intended use of sabbatical leave, how it fits into the needs of the department and institution, whether any grants or assistance will be available from other sources, and pertinent supporting materials. Completed applications are due by October 15 of the year preceding the intended leave. Materials are reviewed and evaluated by members of the Faculty Development Committee who forward its recommendations to the Provost. Approval and funding decisions are announced to applicants by December 1. If a sabbatical leave is awarded, a brief report must be sent to the Provost by the end of the first semester after returning to campus (See "Final Report" within SABBATICAL LEAVE APPLICATION). In addition, faculty members are expected to report the results of their study program to their departments and the University faculty. A presentation, planned in cooperation with the Provost's office, must be given to the University community upon completion of the sabbatical studies.

A letter of intent which merely states the faculty member's intention to apply is due to the Faculty Development Committee on **September 15**.

ELIGIBILITY: Professors, Associate Professors, Librarians III and Senior Librarians are eligible to apply provided they:

- a. have completed six years of continuous full-time service at Mount St. Joseph University
- b. return to the University for at least one year after the sabbatical leave (failure to return will result in forfeiture of sabbatical salary)
- c. are tenured or are on protected rolling contracts
- d. have not had a sabbatical in the previous six years

- e. are not participating in the Faculty Gradual Retirement Program
- f. are not in the evaluative period after receiving an unsatisfactory post-tenure review.

AMOUNT AND DURATION OF AWARD: Sabbatical leave may be granted for one semester at the recipient's full base salary or for two semesters at one-half the base salary. Fringe benefits continue during the sabbatical leave and are based on the regular salary received.

A recipient of sabbatical leave may not receive a salary from another employer while on paid leave from Mount St. Joseph University. However, the acceptance of a paid leave does not preclude acceptance of research or other grants from private or government agencies to cover additional expenses. Indeed, the receipt of outside assistance may enable a faculty member to take a full year's sabbatical leave since grant monies may compensate for a second semester without University salary.

It is understood that faculty members on sabbatical leave are released from all academic obligations including teaching, advising, committee and departmental responsibilities, etc., during the leave period.

APPLICATION AND REVIEW PROCESS

- a. Consult with your school dean or director and colleagues with regard to your teaching, advising, committee, and departmental responsibilities during the anticipated sabbatical period.
- b. Develop your proposal according to the two forms in this appendix. Share the proposal with your chair or director.
- c. Request that your dean or director write a letter to the Faculty Development Committee stating approval, staffing implications, and the relevance of your proposal to the department and University. Include this letter with your application.
- d. Also include with your application a letter of recommendation from a colleague (internal or external to MSJ) addressing the significance of the proposed program for your academic discipline.
- e. Submit your proposal and all supporting materials to the Faculty Development Committee by October 15 of the year preceding the intended leave. It is the sole responsibility of the applicant to ensure that all required materials are submitted on time. Late applications will not be considered.
- f. The Faculty Development Committee will evaluate sabbatical applications using the Review Form in this appendix. In addition, the Committee may conduct individual interviews at which time each applicant makes a brief presentation and answers questions. Proposals are evaluated solely on their merit and are prioritized before being recommended to the Provost who makes the final decisions and communicates them to applicants and the Faculty Development Committee by December 1.
- g. Recipients of sabbaticals are required to submit a Final Report to the Provost by the end of the first semester after returning to campus.
- h. A presentation, planned in collaboration with the Provost, is expected at the completion of the sabbatical.

D-4: Proposal Guidelines for Summer Grants

The Summer Grant Program for Faculty (SGPF) is designed to fund scholarly activities in the summer months. The awards are intended to support 1) otherwise unfunded or underfunded research or 2) qualitative improvement of the content and methods of instruction.

Regular faculty members are invited to submit proposals for use of summer funding to the Faculty Development Committee by **March 1**. The Faculty Development Committee will review, evaluate and make recommendations to the Provost concerning the relative merit of the proposals. Final approval and funding decisions are made by the Provost. The applicants will be notified about the status of their application by **April 15**.

Following the reception of SGPF funds, the faculty member is expected to:

1. make a public presentation planned in cooperation with the Provost's Office
2. submit a Final Report form to the Provost by **September 30**
3. remain at the University for at least one academic year

ELIGIBILITY: All full-time and pro rata faculty members who will have completed one full year of service at Mount St. Joseph University. Full-time faculty members are eligible for up to the maximum award of \$1500. Pro rata faculty members are eligible to apply for grants in lesser amounts on a pro-rated basis. Summer Grant awards are limited to three out of five consecutive summers. A faculty member may not receive summer grant funding while in the evaluative period after receiving an unsatisfactory post-tenure review. All funds for summer grants will be paid directly to the faculty member through the payroll system. Any expenses related to summer grant activities, including taxes, must be paid by the faculty member from these funds. No costs will be paid directly by the University.

AMOUNT AND DURATION OF AWARD: The maximum award of \$1500 is based on three weeks of full-time activity. A lesser investment of time would be funded accordingly. Grantees are strongly encouraged to supplement SGPF awards with outside funding.

APPLICATION AND REVIEW PROCESS:

- a. Consult with your school dean *before* the proposal is finalized. The dean's signature is required on the Cover Page of the application.
- b. Request that your school dean write a letter of recommendation to the Faculty Development Committee describing the relevance of the proposed project for departmental and/or University needs. This letter is part of your application.
- c. Obtain a letter of recommendation from a colleague (internal or external to MSJ) who has expertise in your discipline. The letter should address the significance of the proposed project and your own qualifications. Include this letter with your application.
- d. Contact a member of the Faculty Development Committee prior to the submission deadline if you have questions regarding the requirements for this grant, the appropriateness of your proposal, or any aspect of the review process.
- e. Submit your proposal and all supporting materials to the Faculty Development Committee by **March 1**. Applications must be complete and on time in order to be

considered. Please use the checklist in the packet to be sure that your application is complete.

- f. The Faculty Development Committee will evaluate applications using the criteria of the Review Form (attached) and rank order those for which they recommend funding. The Committee will submit their evaluation and recommendations to the Provost by **March 31**. No later than **April 15** the Provost will communicate approval and funding decisions to the applicants and to the Faculty Development Committee.

D-4: Guidelines for The Thraikill Student Scholar Research Fund

As an extension of faculty scholarship on campus, additional funds are available for supporting the students in their own scholarly activities.

The Thraikill Student Scholar Research Fund assists eligible students with expenses associated with participation in research, presentations at academic conferences, performances, exhibits, competitions and other scholarly events related to their fields of study. The fund is named in honor of Sister Francis Marie Thraikill's leadership in advancing academic excellence as president of the College from 1987 to 2008. Grant awards up to \$1,000 per student, per grant deadline, are available.

To qualify for funding the student must:

- verify GPA of at least 3.0 by submitting a transcript.
- work on their research/project in collaboration with a Mount faculty person
- submit a paragraph describing how the funds will be used.
- submit a short letter of recommendation from the collaborating Mount faculty member.

In addition:

- Students may not receive funding more than 3 times during their time at the Mount
- Students may not receive funding more than once for attending a conference only. Subsequent awards could be given for presenting or co-presenting at a conference.
- Applications are accepted by the Provost's Office on a rolling basis. Please see myMount for the application forms and information. Review of applications and awards are made by the Provost's Office.