

H. Faculty Development

Updated February 2014, July 2015, and September 2015

The continuing professional development of its faculty is a special concern of the University. Faculty development enhances personal and professional growth, contributes to productivity in the academic setting and benefits the total scholarly community.

The University encourages its faculty to hold memberships in professional societies, to attend scholarly meetings, to present to their peers and to publish in appropriate journals. While personal membership dues must be assumed by the individual, the University's faculty development funds are intended to assist in supporting participation in professional and scholarly meetings and other development efforts described in this section. Disbursement of these funds is under the Provost with the advice of the Committee on Faculty Development. Attendant guidelines are in Appendix D-1.

1. **Release Time**

As a means to reduce the teaching load so as to allow time for development of scholarship or curriculum, the University encourages its full-time teaching faculty to apply periodically for release time. Faculty who have completed at least three years at the University may apply for a one course reduction for either the fall or spring semester. The University will continue the full salary of those who are awarded release time and underwrite the replacement salary needed for adjuncts or overload.

Prior to forwarding a release time proposal to the Faculty Development Committee the faculty member must have the approval of the school dean so as to allow time for planning. An application for the fall semester has a deadline of October 1st of the preceding year; an application for release time in the spring semester must be received by the Committee no later than February 1st of the preceding year. The Faculty Development Committee members forward their recommendation to the Provost who makes the final decision.

A faculty member may receive release time as often as once every four semesters. Tenure Track and Professional Track faculty are encouraged to apply in their fourth or fifth year.

The Provost reserves the right to award release time more frequently than once every four semesters for situations where the release is needed to fulfill university, school, or departmental goals. Release time awarded under these circumstances would not be counted against a faculty member's four semester release time application limit.

Details of the policies governing this benefit are in Appendix D-2.

2. **Sabbatical Leave**

A sabbatical leave is intended to enhance excellence among senior faculty by their having an extensive time for research, study, writing, or other creative activity. Faculty are eligible who hold tenured status or its equivalent, have completed six years of continuous full-time service at Mount St. Joseph University; hold the rank of Professor, Associate Professor, Senior Librarian, or Librarian III; and have not been granted a

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sabbatical leave within the previous six years.

Qualified faculty members wishing to be considered for a sabbatical must submit to the Provost a letter of intention to apply by September 15 of the academic year preceding the requested leave. A written proposal describing the purpose and use of the sabbatical, along with supportive materials, must be received in the Office of the Provost by October 15. Proposals are forwarded to the Faculty Development Committee who review and evaluate them, and forward their recommendations to the Provost. The Provost makes the final decision, with the approval of the President. Approval and funding decisions are announced to applicants by December 1.

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A sabbatical leave may be granted for one semester at the recipient's full salary, or for two semesters at one-half the recipient's salary. Fringe benefits continue during the sabbatical time and are based on the recipient's current base-salary.

At the conclusion of the sabbatical, a faculty member must return to the University for at least one year. Failure to return will result in the forfeiture of the sabbatical salary.

By the end of the first semester after returning to campus, a brief report must be submitted to the Provost. The faculty member is also expected to give the University community a public presentation which is planned in cooperation with the Faculty Development Committee.

More complete details are to be found in the policy governing sabbatical leaves, Appendix D-3.

3. Summer Grants

In order to provide some financial support for scholarly and creative activities of the faculty over the summer months, the University offers summer grants for two categories of developmental activities:

- a. qualitative improvement of the content and methods of instruction at the University
- b. unfunded or underfunded scholarly research

The maximum award is based on an expected three weeks of full-time activity. For a shorter time the amount requested would be adjusted accordingly. Grantees doing scholarly research are encouraged to seek outside funding to supplement the awards.

Completed proposals and supportive materials must be submitted to the Provost by March 1. The Faculty Development Committee will evaluate proposals solely on their merit. When numerous proposals are submitted the committee may need to establish a priority for funding. The committee makes its recommendations to the Provost by March 15 and decisions for approval and funding will be communicated to the applicants no later than April 1.

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All full-time and pro-rata faculty members having completed one full year, or its equivalent, at the University are eligible to apply for summer grants. Awards are limited to any three out of five consecutive summers. Recipients are expected to remain at the University for at least one full year after an award and to make a public presentation in cooperation with the Faculty Development Committee.

Details of summer grant applications will be found in Appendix D-4.

4. Courses at the Mount

For the purpose of professional growth or self-development, full-time faculty at the University may take undergraduate or graduate courses on either an audit or credit basis, subject to the existing tuition remission policy. These courses must be outside the faculty member's scheduled classes and office hours.

5. Courses at Other GC3 Colleges and Universities

Full-time faculty may audit courses at other institutions belonging to the Greater Cincinnati Collegiate Connection (GC3) for the purpose of professional development. Courses may not be taken for credit nor apply toward an advanced degree. Registration is limited to one course per term on a space-available basis and must have the approval of the chief academic officers of both the home and host institutions. The Office of the Provost will coordinate the registration process.