

# Faculty Improvement Leave Application Prep Workshop

**AY 2022-2023 application cycle  
for FIL to be taken in AY 2023-2024**

# Overview of today's workshop

- Application procedures, criteria, and processes.
- Contract-specified contents of all proposals.
- Your proposal.

# Contractual framing of FIL



- **Purposes: CBA Article 22, Section 2.**
- **Eligibility: Article 22, Section 4.**
- **Framing: Article 22, Section 5.1.2.2.**
- **Application Contents: Article 22, Section 5.**
- **Selection for FIL: Article 22, Section 6.**



# CBA 2019: Article 22: Section 2

## Section 2: Purposes

“Faculty Improvement Leaves are for the professional development of a Bargaining Unit Faculty Member through scholarly/creative activity, advanced study beyond the terminal degree, or through another learning experience capable of widening and enlarging the BUFM’s professional capabilities. FILs also improve the University’s programs by increasing the expertise of its faculty in meeting its academic goals.”

# Eligibility

## (CBA Article 22: Section 4)

- 4.1. Any BUFM may apply for an FIL during the seventh academic year of service (or later) at BGSU. The leave occurs in the eighth year or later.
- 4.2. A BUFM who is granted an FIL shall return to BGSU for a period of at least one academic year of service after the leave or reimburse the University for all salary and benefits paid during that leave.
- 4.3. After returning from an FIL, a BUFM shall serve at least seven more academic years at BGSU before taking another FIL. However, the leave request may be initiated during the seventh year.



# Framing

## (CBA Article 22: Section 5.1.2.2.)

"Detailed explanation of how the planned activities shall enhance the BUFM's professional capabilities and career trajectory in teaching/librarian effectiveness, scholarly/creative activity, and/or service in alignment with the BUFM's assigned duties/allocation of effort/assigned workload."

# Application and evaluation forms

[www.bgsu.edu/provost/resources/fil.html](http://www.bgsu.edu/provost/resources/fil.html)

## Faculty Improvement Leaves

[Bowling Green State University](#) / [Provost and Senior Vice President for Academic and Student Affairs](#) / [Resources](#) / Faculty Improvement Leaves

Faculty Improvement Leaves – Applications Due by Monday, October 3, 2022

[Provost Letter to the Faculty – Call for Applications 2022](#)

[Faculty Improvement Leave Process](#)

[Faculty Improvement Leave Application](#)

Forms for Academic Units and Faculty Administrators

[Faculty Improvement Leave Review Form](#)

[Faculty Improvement Leave Evaluative Comment Form](#)

# Review procedures for the AY 2022-2023 application cycle

- Applications and review forms will be uploaded into Faculty 180. An FIL Application Materials section has been added to the Activities section of Faculty 180.
- Applicants will submit FIL Application Materials as one PDF document: the FIL application background information form, a proposal narrative, a current curriculum vitae, a brief statement from the Chair/Director indicating knowledge of the FIL, and if the applicant desires, a letter (or other evidence) from a colleague or Chair/Director that speaks to the professional development merits to be derived from the FIL activities.



# Review procedures for the AY 2022-2023 application cycle

- Academic unit faculty may provide an independent review of FIL applications and submit, via Faculty 180, a review form, and an evaluation feedback form for each application. This decision should be made by the unit in September; contact an Associate Dean for more information.
- Chairs/Directors will provide an independent review of FIL applications and submit, via Faculty 180, a review form, and an evaluation feedback form for each application.
- Deans will provide an independent review of FIL applications and submit, via Faculty 180, a review form, and an evaluation feedback form for each application.
- The Provost will consider all recommendations/advice received when making the final decision on the approval of FIL applications.

# Selection

## (Article 22, Section 6)

- 6.3. The Provost, upon review of the [REDACTED] advisory evaluations and in consultation with the appropriate Chairs/Directors and Deans, shall assess the merits and potential benefits and ascertain the operational and financial feasibility of all applications.
- 6.3.1. The Provost shall recommend to the President those applications that evidence sufficient merit and potential benefits and have been determined to be feasible.
- 6.3.2. In any case in which a leave is denied solely because of such feasibility problems as department/school staffing needs, the Provost shall attempt to arrange a leave the following academic year.
- 6.3.3. When leave is denied, a letter shall be sent by the Provost to the BUFM explaining the reasons for denying the leave.
- 6.3.4. Decisions regarding allocation of FILs are not grievable; however, process errors may be grieved and shall result in the application being returned to the point of error for reconsideration.

# Elements of the FIL proposal

- Please look carefully at the application form and the specified content areas.
- What ideas do you have for how to frame your project concisely and persuasively?
- What recommendations do you have for colleagues?
- What questions do you have about the proposal or the process?

# Questions, more information

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