

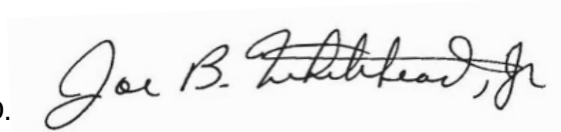
August 19, 2019

MEMORANDUM

TO: The Faculty

FROM: Joe B. Whitehead, Jr. Ph.D.
Provost and Senior Vice President for Academic Affairs

SUBJECT: Faculty Improvement Leaves



The Provost's Office and the Faculty Development Committee announce the deadline for applications for faculty improvement leaves (FIL) taken during the 2020-2021 academic year. Applications must be submitted electronically to the Provost's Office no later than 5:00 p.m. on Monday, October 7, 2019. Late applications will not be accepted.

Application guidelines and procedures are contained in the Collective Bargaining Agreement, Article 22. The new CBA (July 1, 2019 – June 30, 2022) extends eligibility for FIL to:

- A BUFM under a tenured contract stipulating rank of Assistant Professor, Associate Professor, or Professor.
- A BUFM under a non-tenurable contract in at least the second rank.

BUFM may apply during their seventh academic year of service (or later) at BGSU or at least seven academic years following their previous FIL at BGSU.

All requests for FIL are reviewed by the Faculty Development Committee. The Committee's letter follows this memorandum.

In keeping with the Ohio Revised Code, BUFMs must submit a report to the President detailing the accomplishments resulting from the leave. In addition, BGSU requires that copies of the report be sent to the Provost, Dean, and Chair/Director. The report must be submitted by the end of the semester following the conclusion of the leave (i.e., Fall leave report due by the end of the following Spring semester, Spring leave report due by the end of the following Fall semester, Summer leave report due by the end of the following Fall semester, and a full year leave report due by the end of the following Fall semester). A BUFM's failure to submit the required report shall disqualify the BUFM from eligibility for future FILs.

Faculty members wishing to participate in an exchange program should initiate arrangements through their chairs or directors. The application guidelines for faculty exchange leaves are contained in Article 21, Section 2 of the CBA.

August 19, 2019

MEMORANDUM

TO: The Faculty

FROM: The Faculty Development Committee

Faculty Improvement Leave proposals are due October 7, 2019.

The Faculty Development Committee is charged with reviewing all FIL proposals and forwarding an advisory evaluation to the Provost based on criteria specified in Collective Bargaining Agreement (CBA) Article 22, Section 6.2:

- The nature and merit of the FIL plan proposed;
- The potential near-term and long-term benefits to the BUFM and to the University;
- Due consideration of proposals where prior arrangements (e.g., Fulbright in hand) have been made;
- In those cases where two proposals are considered of equal merit, preference to the BUFM with longer service without prior paid leave; and
- Effectiveness of the writing of the proposal.

The Committee makes the following suggestions to enhance your application for a Faculty Improvement Leave:

1. Carefully follow the FIL Application Contents presented in CBA Article 22, Section 5. The application contents section is attached to this correspondence.
2. Write the proposal and the justification for the leave for a well-educated general audience, keeping in mind that the faculty members reviewing your proposal may not have expertise in your discipline.
3. If your plans include going to another university, agency, industry, etc., the proposal should include documentation indicating that you have made these plans.
4. If you previously have been granted a Faculty Improvement Leave, describe the nature of that leave and its outcomes. Please give the date of your last leave.

Please note that the proposal will be judged as submitted. It is imperative that you follow the FIL Application Contents as presented in the CBA. Applications that fail to follow CBA Article 22, Section 5 will not be considered by the Committee. There will be no opportunity to re-write, revise, or add additional material after the Committee has deliberated, and the Committee will not entertain appeals.

Article 22, Section 5: Faculty Improvement Leave – Application Contents

5. Application Contents

5.1. The application shall include, but may not be limited to:

5.1.1. Background information

- 5.1.1.1. Name, department/school, title of project;
- 5.1.1.2. Indication whether it is a scholarly/creative proposal and/or a professional development proposal;
- 5.1.1.3. Indication of semester(s) requested for FIL;
- 5.1.1.4. Specify nature and amount of external support, and current status of arrangements and how this shall affect plans for the FIL.

5.1.2. Proposal

- 5.1.2.1. Precise and specific description of the activities planned while on leave; indicate the procedures and timetable that shall be followed and the prior arrangements that have been made;
- 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;
- 5.1.2.3. Explanation of how the outcomes of the FIL shall strengthen the academic program of the University in alignment with current strategic priorities as listed on the application form;
- 5.1.2.4. A specific plan for the format and content of a report to be submitted to the President upon completion of the FIL;
- 5.1.2.5. A current curriculum vitae;
- 5.1.2.6. A brief statement from Chair/Director indicating knowledge of the application; and
- 5.1.2.7. A letter from a colleague or Chair/Director or other evidence that speaks to the professional development merits to be derived from the activities completed during the FIL may be attached, if the applicant desires.
- 5.1.2.8. The Office of the Provost shall maintain a template for BUFMs to access.