

FIL Process - Approved Changes

(Endorsed by LMC April 3, 2020; Approved by Provost and BGSU-FA President July 6, 2020)

General Considerations

- More than one FIL may be granted within an academic unit in any semester or academic year. BUFM intending to apply for a FIL are encouraged to discuss scheduling options with the Chair/Director and other faculty in order to minimize the potential impact of multiple FILs on the academic unit.
- Summer term will not normally be considered as available for FIL for nine-month faculty; summer may be considered as available for twelve-month faculty.
- The LMC will informally monitor the FIL process and receive a copy of the recommendation memo sent by the Provost so that suggestions for improvement can be considered and recommended to the Provost and President of the BGSU-FA.

Application/Guidelines, Review Rubric, and Timeline

- Applicants shall use the FIL application guidelines, forms, and criteria as recommended in the December 13, 2019 “Non-Binding Recommendations to Enhance the Quality of the FIL Application and Evaluation Process” submitted by the Joint Faculty Improvement Leave Committee to Provost and BGSU-FA President.
 - o A redesigned FIL application form with guidelines to help applicants prepare a complete and competitive FIL application.
 - The Office of the Provost will host an FIL information session in the spring semester. Each College may optionally offer an FIL workshop to develop its mentoring initiative regarding the FIL application process.
 - o A common multidimensional proposal evaluation rubric to be used at the academic unit, Chair/Director, and Dean levels of review.
 - A minimum standard for a positive evaluation of the merits and potential benefits of a given application.
 - Guidelines for the form and content of evaluative comments from the academic unit, Chair/Director, and Dean to the Provost.
 - Guidelines for the form and content of formative feedback from the academic unit, Chair/Director, and Dean to applicants with the goal of enhancing the FIL experience or improving a future FIL application for those applicants who received a negative recommendation from the committee.
- FIL review will be managed through the Faculty 180 portal.

- Deadlines for submission of FIL application and completion of each level of review will be established (and published in “evergreen calendar”) to provide adequate time for review and final decision/recommendations to President.

Levels of Review

- Using the common multidimensional proposal evaluation rubric, independent reviews and recommendations will be provided by the:
 - academic unit;
 - Analogous to the option on APRs currently available in the CBA (Article 14, Sections 6.2.3.1 and 7.2.3.1), the academic unit may decide whether and in what way faculty will be involved in the FIL application review process. For example, per the recommendation of the academic unit BUFM and endorsement by the Chair/Director, an existing committee (e.g., Merit Committee) or a new committee could review FIL applications, or the Chair/Director could be delegated this responsibility.
 - Evaluative as well as substantive formative feedback will be solicited/provided.
 - academic unit;
 - Per the recommendation of the academic unit BUFM and endorsement by the Chair/Director, an existing committee (e.g., Merit Committee) or a new committee would review FIL applications.
 - Evaluative as well as substantive formative feedback will be solicited/provided.
 - Chair/Director; and
 - Evaluative as well as substantive formative feedback will be solicited/provided.
 - Dean
 - Evaluative as well as substantive formative feedback will be solicited/provided.
- All reviews forwarded to Provost who makes final decision and recommendation to President/Board of Trustees.
 - The Provost shall consider all recommendations/advice received when making the final decision on approval of FIL applications.