

August 16, 2013

MEMORANDUM

TO: The Faculty

FROM: Rodney K. Rogers, Ph.D. 
Senior Vice President for Academic Affairs and Provost

SUBJECT: Faculty Improvement Leaves

The Provost's Office and the Faculty Development Committee would like to announce the deadline for applications for faculty improvement leaves that will be taken during the 2014-2015 academic year. Applications will be received in the SVPAA/Provost's Office until 5:00 p.m. on Monday, October 7, 2013. Late applications will not be accepted.

Application guidelines and procedures are contained in the Collective Bargaining Agreement, Article 22. On June 26, 1992, the Board of Trustees approved a revised payment schedule that pays 70% of salary for full academic year leaves and 100% for one-semester leaves. The total number of leaves each year is to be limited to approximately 35 FTE. Questions concerning the improvement leaves may be directed to the SVPAA/Provost Office (372-2915).

All requests for faculty improvement leaves are reviewed by the Faculty Development Committee. Based on past experience, the Committee has developed suggestions to enhance applications. The Committee's letter follows this memorandum.

In keeping with the Ohio Revised Code, faculty who are granted a leave must submit a report to the President detailing the accomplishments resulting from the leave. In addition, copies of the report should be sent to the SVPAA/Provost, Dean, and Chair. The report must be submitted by the end of the first month in the semester following the conclusion of the leave.

Faculty members wishing to participate in an exchange program should initiate arrangements through their chairs or directors. The application procedures are contained in Part II Article 21 of the Collective Bargaining Agreement.

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MEMORANDUM

TO: The Faculty

FROM: The Faculty Development Committee

The Faculty Development Committee is charged with the responsibility of reviewing applications for Faculty Improvement Leaves that are due October 7, 2013. Each application is judged on the clarity of the proposal's activities and objectives, potential benefits to the faculty member, potential benefits to a department or the wider University, feasibility of the proposal project (prior arrangements made, reasonableness of scope, timeframe), and the technical quality of the proposal (format, grammar, spelling, readability). The Committee makes the following suggestions to enhance your application for a Faculty Improvement Leave.

1. Carefully follow the Outline for Faculty Improvement Leave Application presented in Article 22 of the Collective Bargaining Agreement (CBA). The outline is also included with 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. **The Committee is particularly interested in having a thorough response to Article 22, Section 5.1.2:** a) precise and specific description of the activities planned while on leave; indicate the procedures and time-table that will be followed and the prior arrangements that have been made; b) detailed explanation of how these activities will either enhance the faculty member's professional capabilities in teaching, research, creative activity, or service or strengthen the academic program of the University; c) a specific plan for the format and content of a report to be submitted to the President upon completion of the leave.
4. If your plans include going to another university, agency, industry, etc., the proposal should include documentation indicating that you have made these plans.
5. 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 outline for the faculty improvement leave application as presented in the CBA. Applications in any other format 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.