

Office of the Provost and Senior Vice President for Academic and Student Affairs
120 McFall Center
Bowling Green, Ohio 43403
419-372-2915

August 14, 2023

MEMORANDUM

TO: BGSU Faculty

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

SUBJECT: Faculty Improvement Leaves

The Provost's Office announces the deadline for applications for faculty improvement leaves (FIL) to be taken during the 2024-2025 academic year. Applications must be submitted electronically within Faculty 180 no later than 5:00 p.m. on Monday, October 2, 2023. Late applications will not be accepted.

All terms of the 2019-2022 Collective Bargaining Agreement (CBA #3) are carried over except for modifications set forth in CBA #4 (2022-2024). Application guidelines and procedures are contained in Article 22 (CBA #3) and located on the Faculty Affairs [website](#) and extends eligibility for FIL to:

- A BUFM under a tenured contract stipulating the rank of Assistant Professor, Associate Professor, or Professor.
- A BUFM under a qualified rank faculty (QRF) non-tenurable contract at the QRF-Associate Professor rank or higher.

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 applicant's academic unit (if applicable), college, and dean using an evaluation rubric and an electronic workflow through Faculty 180. Recommendations from all levels are forwarded to the Provost for final approval.

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.