August 31, 2020

MEMORANDUM

TO: The Faculty

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

SUBJECT: Faculty Improvement Leaves

The Provost’s Office announces the deadline for applications for faculty improvement leaves (FIL) to be taken during the 2021-2022 academic year. Applications must be submitted electronically within Faculty 180 no later than Monday, October 5, 2020. Late applications will not be accepted.

Application guidelines and procedures are contained in the Collective Bargaining Agreement (CBA), Article 22. The 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.

BUFMs 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.

This FIL cycle implements a new process following recommendations of the Joint Faculty Improvement Leave Process Committee as approved by the Provost and BGSU-FA President (CBA Article 22, Section 9). In the interest of enhancing the quality of the FIL application and evaluation process, all requests for FIL are now reviewed with the applicant's academic unit and college using a new evaluation rubric and an electronic workflow through Faculty 180. Recommendations from all levels are forwarded to the Provost for final decision.

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.