

**Professional Development Leave Proposal for Full-Time Contract Faculty**

**Faculty Policy Manual (FPM) Section 2.7.C**

The purpose of the **Professional Development Leave** is to aid in the professional growth of contract faculty members and to promote contract faculty members’ academic contribution to the University and to their profession. The awarding of Professional Development Leave recognizes full-time contract faculty who have demonstrated a record of scholarship and a consistently high level of performance in fulfilling their duties to the University. Professional Development Leave proposals and activities should enhance the University through contributions teaching, research, scholarship and creative work, and/or service.

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| Proposal Date: |  |

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| --- | --- |
| Name: |  |
| Rank: |  |

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| --- | --- | --- | --- |
| College: □ Ifill | □ COCIS | □ CNBHS | □ CSSPP |

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| --- | --- |
| Department / Division / School |  |
| Year of Appointment |  |

Dates and Year of Last Professional development assignment:

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**Eligibility for a Professional Development Assignment (section 2.7.C.2)** Upon recommendation of the Dean and approval of the Provost, full-time, contract faculty shall be eligible for a Professional Development Leave for curriculum development, professional service, or research, scholarship and creative work, after six consecutive contractual years of service. A contract faculty member may request Professional Development Leave to be completed during what would be the seventh year of full-time service at the University or in the seventh year since her or his last Professional Development Leave.

**Requested Dates of Professional Development Assignment (50% of one academic year’s usual teaching and service workload for up to one semester at 100% of base salary).**

Fall 20\_\_\_\_ OR Spring 20\_\_\_\_

**1. Please submit a description of your plans including the following information (section 2.7C.4 and *Implementation Guidelines*):**

Each proposal should explain how the professional development assignment activities support the faculty member’s career goals and professional and research agenda.

The proposal shall include:

* A statement indicating how the proposal meets the purpose of professional development assignments.
* How the activities of the professional development assignment support the faculty member’s career goals and professional development.
* A plan describing in detail the objectives to be achieved.
* The breadth of activities in which the faculty member is to be engaged
* The anticipated location where work will be carried out.
* A timetable including the beginning and ending dates of the assignment.
* The potential benefits of the assignment to students and Department, Program or School
* How the assignment contributes to the mission of the University.

**2. In cases where external funding is anticipated, the proposal should include a statement identifying anticipated sources of funds. (Please note: The University is not responsible for expenses such as travel incurred by faculty FPM 2.7.C.3).**

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**3. Please summarize you last professional development assignment outcomes and/or include the written report from your last assignment.**

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Agreement

Should this professional development assignment be approved, I agree to return to Simmons immediately upon conclusion of my professional development leave to perform my faculty duties for at least one year. Failure to comply with this obligation to provide a year of service following the expiration of my leave will require me to repay the salary received from the University.

Signature of the Applicant Date