

**RECOMMENDATION FOR A FACULTY LEAVE FOR
PROFESSIONAL/CAREER DEVELOPMENT FOR ACADEMIC YEAR 2019-2020**

POLICY REFERENCE	E18.0 , University Policies and Procedures:
ELIGIBILITY	<p>Full-time member of the faculty for a minimum of six years. Only tenured faculty members are eligible to apply for a leave.</p> <p>After having been granted a leave, a faculty member will again become eligible for a leave only after having served six years as a full-time faculty member at the university, dating from the end of the academic year during which the previous leave took place.</p>
INITIATED BY	Faculty member desiring a leave
PROCESS	Faculty member → department chair (or equivalent) → dean (or equivalent) → provost and senior vice president for Academic Affairs for distribution to the Committee on Professional/Career Development Leaves
DIRECTIONS	Applications should be scanned and submitted electronically to academicaffairs@rit.edu . The form with all required signatures and recommendations are required for submission – a scanned document is acceptable.
DESTINATION	Provost and Senior Vice President for Academic Affairs
TIMELINE	Policy E18.0, section 3.A and B (http://www.rit.edu/academicaffairs/policiesmanual/e180)

To: RIT Full-time, Tenured Faculty
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: Guidance for successful professional leave applications
Date: May 2018

[Policy E18.0 – Faculty Leave for Professional/Career Development](#) provides RIT faculty with an opportunity to request a professional leave every seven years to develop their teaching, research and/or leadership skills. Such requests are framed in a formal proposal that is submitted in the fall of the year preceding the year in which the professional leave is requested. This memorandum provides guidance to faculty on constructing successful professional leave proposals. These proposals and application materials (as described in E18.0) are due to your academic department chair/director by September 1, 2018 in order to be considered for professional leave in AY 2019-2020.

The Professional/Career Development form that must accompany your proposal can be found here. Please be sure to use this form as it reflects the information below. Incorrect or incomplete forms will be returned.

Every year, the Committee on Professional Development Leaves ranks all the proposals, based on merit, according to the criteria summarized through the planned activities during the leave, the benefit to the university, the professional development of the faculty member, the resources needed to accomplish the objectives of the leave and the expected outcomes (including the deliverables or achievements) from the leave.

While many proposals are meritorious, those that are most likely to be funded are those that have strongly articulated the merit against the above-mentioned criteria. To assist faculty in crafting their proposal, I have consulted extensively with the Committee on Faculty Development Leaves and the Council of Deans to develop five key questions that will serve as guidance for competitive proposals:

1. How does the proposed work exceed normal scholarship expectations, as described in the faculty member's plan of work? That is, specifically how will the additional time created by leave from teaching and service responsibilities be allocated to achieve greater scholarship outcomes than usual?
2. How is professional leave from teaching and service commitments important for the project's success? For example, projects involving an off-campus component would be greatly facilitated by, if not hinge upon, the granting of leave from teaching and service commitments.
3. What are other sources of funding (e.g. opportunities featured on the [Faculty Grant Opportunities website](#)) that would support the proposed work? Are there sources of funding that would be a better fit for supporting the proposed work?

4. Describe how you anticipate this professional leave will impact your career. What will be the incremental professional growth that will result if the outcomes are achieved?
5. Describe the benefits of the proposed activity to the university. For example, how well does the activity advance your field while promoting teaching, training, and learning?

In addition to these questions, I am also posting a number of [proposals from last year](#) that were rated as exceptional by the Committee. You can find them on the [Academic Affairs website](#).

It is my hope that these guiding questions and the examples of excellent proposals from last year will help faculty in writing successful proposals.

ROCHESTER INSTITUTE OF TECHNOLOGY

**APPLICATION AND RECOMMENDATION FOR A FACULTY LEAVE FOR
PROFESSIONAL/CAREER DEVELOPMENT FOR ACADEMIC YEAR 2019-2020
(PLEASE SCAN AND SUBMIT A PDF ELECTRONICALLY TO academicaffairs@rit.edu)**

Name _____ Date of Initial Employment _____

College/Institute/Center _____ School/Department _____

Semesters When Last Leave Was Taken _____

Rank: ___ Associate Professor ___ Professor

Project title:

Dates of proposed leave: (check all that apply)

Faculty on 9-month contracts: ___ Fall Semester ___ Spring Semester

Type of compensation desired: (Check one)

___ One (1) semester leave pay at 100 % pay of the 9-month period.

___ Two (2) semester leave at 50% of regular academic year 9-month salary.

Faculty on 12-month contracts: ___ Fall Semester ___ Spring Semester

Type of compensation desired: (Check one)

___ One (1) semester (fall, spring, or summer) leave pay at 100 % pay for the 12-month period.

___ Two (2) semester leave (including summer) at 50% of the 12-month salary.

External financial support (scholarships, fellowships, research grants, etc. obtained for this project). List the name of external source(s), date and amounts. Use a separate sheet if necessary.

_____	From	To	\$ _____
Source of Support	Dates		

_____	From	To	\$ _____
Source of Support	Dates		

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Conditions of Leave

The recipient of a professional development leave is obligated to return to the university for a period of one (1) academic year following the leave period. If this obligation is not met, the recipient must refund any payments received during the leave. The terms of repayment will be specified in writing. Usually, repayment must be made within five years.

Benefits shall be continued during the leave. Contributions to the retirement plan will be based on the actual salary paid to the faculty member during the leave. A faculty member may accept other grants, awards, or income during a leave, but must remain in compliance with RIT's Individual Conflict of Interest and Commitment Policy ([C4.0](#)).

Summary of Accomplishments: Within two months after returning to RIT, the individual shall transmit through the academic department head and dean to the provost a report of professional activities and accomplishments during the leave. It is the faculty member's responsibility to retain the report as well as the evaluations by the dean and the department head as these documents will be required if another leave is requested in the future.

Applicant

Date

Recommendations for Leave

Attach WRITTEN Recommendations from Department Chair/Director (or equivalent) and Dean (or equivalent)

___ Recommend ___ Not Recommend

Department Chair

Date

___ Recommend ___ Not Recommend

Director

Date

___ Recommend ___ Not Recommend

Dean

Date

___ Recommend ___ Not Recommend

Chair, Committee on Professional/
Career Development Leaves

Date

___ Recommend ___ Not Recommend

Provost and Senior VP for
Academic Affairs

Date

___ Recommend ___ Not Recommend

President

Date

Summary of Leave Plan

To be completed by applicant. Include a full proposal and CV. Be sure to address the following questions in your proposal:

Title of Proposal

Abstract – Please use the questions below to frame the abstract

1. How does the proposed work exceed normal scholarship expectations, as described in the faculty member's plan of work? That is, specifically how will the additional time created by leave from teaching and service responsibilities be allocated to achieve greater scholarship outcomes than usual?
2. How is professional leave from teaching and service commitments important for the project's success? For example, projects involving an off-campus component would be greatly facilitated by, if not hinge upon, the granting of leave from teaching and service commitments.
3. What are other sources of funding (e.g. opportunities at <https://www.rit.edu/academicaffairs/facultydevelopment/grants-scholarships/timelines>) that would support the proposed work? Are there sources of funding that would be a better fit for supporting the proposed work?
4. Describe how you anticipate this professional leave will impact your career. What will be the incremental professional growth that will result if the outcomes are achieved?
5. Describe the benefits of the proposed activity to the university. For example, how well does the activity advance your field while promoting teaching, training, and learning?