RECOMMENDATION FOR A FACULTY LEAVE FOR PROFESSIONAL/CAREER DEVELOPMENT FOR ACADEMIC YEAR 2017-2018

POLICY REFERENCE
E18.0, Institute Policies and Procedures:
http://www.rit.edu/academicaffairs/policiesmanual/e18

ELIGIBILITY
Full-time member of the faculty for a minimum of six years. Only tenured faculty members are eligible to apply for a leave.

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.

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.
(http://www.rit.edu/academicaffairs/policiesmanual/e18)
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: August 2016

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.

Professional leave proposals are rigorously reviewed by a faculty committee. After completing its review, the committee submits its recommendations to me. Fundamental to the committee’s review of the professional leave proposal is an overall plan that outlines the outcomes which will be achieved during the leave, when they will be achieved, and how they will be achieved. It is expected that the plan should include, but not be limited to, the following:

Outcomes:

- What are the intended outcomes of the leave? It is expected that the final report to the chair, the dean, and the provost will address these outcomes and the extent to which they were achieved by the leave. This component is critical and must be specific.

- If the leave is to have a research thrust, as most do, what are the anticipated scholarly papers, books, creative works, or innovation activity that will result and when will they occur? Will the leave result in new sponsored research or program proposals? How will the scholarly or creative work be infused in the curriculum?

- If the leave is to develop teaching effectiveness, what new pedagogies, courses, or techniques will be developed and when will they be implemented? Will the activity of the leave involve the development or acquisition of new technologies that will enhance learning in the classroom and, if so, what are the technologies?

- If the leave is focused on leadership development such as those needed for service work, what is anticipated as the outcome for the proposer? For example, does the proposer anticipate becoming a chair or department head in the future and a leave would enable them to prepare for this new role?

- Alignment with the RIT Strategic Plan and Mission: How will the professional leave advance the university towards its mission and goals outlined in the strategic plan? The RIT strategic
A plan can be found at: http://www.rit.edu/president/strategicplan2025/.

**Timeline:** What is the length of time for the leave and in what term will the leave be taken? The university encourages full year leaves to maximize the experience of the faculty member and to enable the university to effectively manage course delivery and other curricular responsibilities associated with the faculty member.

**Activities and process of the leave:** What activities does the proposer anticipate will be involved during the leave (e.g., collaborating with other researchers at another institution)? What is the timeline for the activities?

**Funding:** What are the anticipated resources needed for this leave? What resources will the proposer secure? When proposed activities are dependent on commitments from external sources or external collaborators, the proposer should submit evidence that such arrangements have been made along with the proposal.

In addition to the proposal plan, faculty should also keep in mind the following:

- Report on the professional leave accomplishments: Every faculty member who is granted a professional/career development leave must submit to their dean and to the provost, a thorough report that details the activities and the achievement of the outcomes specified by the proposal. The dean provides me with an assessment of how the proposed outcomes were met.

- Department chairs must manage leaves and the delivery of the curriculum: While the university provides funding to backfill with part-time instructors, the departments must still insure that the curriculum can be delivered to the same standards. As such, department chairs may not be able to support multiple leaves in a single year.

**Changes to the plan:** Should a faculty member be unable to fulfill the outcomes and activities of the leave, they should file an addendum with the department chair, who must approve such a change.

While the above list of proposal components is a guideline, I strongly encourage faculty members to include them in the narrative of their proposal as the inclusion of these components will greatly assist reviewers in evaluating proposals.

The form that must be submitted with the faculty member's proposal can be obtained from the dean's office. The deadline for submitting a proposal for a professional/career development leave for academic year 2017-2018 to your department chair is September 1, 2016.

Sincerely,

Jeremy Haefner
Provost and Senior Vice President for Academic Affairs
ROCHESTER INSTITUTE OF TECHNOLOGY

APPLICATION AND RECOMMENDATION FOR A FACULTY LEAVE FOR PROFESSIONAL/CAREER DEVELOPMENT FOR ACADEMIC YEAR 2017-2018
(PLEASE SCAN AND SUBMIT ELECTRONICALLY TO academicaffairs@rit.edu)

Name ____________________________________   Date of Initial Employment_____________

College/Institute/Center______________________School/Department____________________

Quarter(s) When Last Leave Was Taken _____________________________________

Rank:   ____Assistant Professor   ____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 9.5-month period.

___ Two (2) semester leave at 50% of regular academic year (9.5) 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.

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PLEASE SCAN AND SUBMIT ELECTRONICALLY TO academicaffairs@rit.edu
**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.

__________________________________________________________________________________________

Applicant Date

**Recommendations for Leave**

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

___Recommend  ___Not Recommend ________________________________ Date

Department Chair Date

___Recommend  ___Not Recommend ________________________________ Date

Director Date

___Recommend  ___Not Recommend ________________________________ Date

Dean Date

___Recommend  ___Not Recommend ________________________________ Date

Chair, Committee on Professional/Career Development Leaves

___Recommend  ___Not Recommend ________________________________ Date

Provost and Senior VP for Academic Affairs

___Recommend  ___Not Recommend ________________________________ Date

President
Summary of Leave Plan
(To be completed by applicant. Include a full proposal and CV)

Title _______________________________________________________

Abstract:

Professional Benefits to the faculty member:

Benefits to the department/school/college/institute: