

2021-2022 Faculty Leaves for Professional/Career Development

October 6, 2020

Dear Colleagues:

I am delighted to issue this call for faculty professional and career development leaves for the 2021-2022 academic year. Policy E18.0 provides RIT faculty with an opportunity to request a professional leave every seven years to develop their teaching, research and/or leadership skills. Applications for professional/career development leaves taking place during AY2021-2022 are due to your academic department chair/director by **January 6, 2021**. This memorandum provides guidance to faculty on constructing a successful professional leave proposal.

The timing of this call was delayed based on budget uncertainty related to the COVID-19 pandemic, with a typical due date for applications on September 1, 2020. However, I can now confirm that leaves will be available next academic year. These leaves are in addition to leaves deferred this year. New leave proposals for the 2021-2022 academic year will be reviewed independently from previously approved leave requests.

All professional/career development leave requests must include the Faculty Leave for Professional/Career Development form which can be found here. Proposals with missing, incorrect, or incomplete forms will be returned. Faculty whose leave plans involve travel should keep in mind their plans may be impacted if travel continues to be limited. However, the inclusion of travel in your request will not negatively impact the competitiveness of your leave proposal.

The Committee on Professional Development Leaves ranks all the proposals based on the following criteria: the scope of planned activities during the leave, the benefit to the university, the value for 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. To have the greatest likelihood of success, please ensure your proposal specifically addresses each of these items.

In addition to the criteria listed above, other factors can influence a proposal's success. The questions below are some of the most commonly asked by Professional Development Leave Committee members and deans. As you develop your proposal, I recommend you consider each of the questions below and ensure they are incorporated, as appropriate, into your proposal.

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?

It is my hope that this information will assist you in writing a successful proposal and I look forward to reviewing this year's submissions.

Sincerely,

Ellen Granberg, Ph.D.
Provost and Senior Vice President for Academic Affairs