

Memorandum

To: Faculty Senate
From: Faculty Development Committee
Date: 4/4/2008

The Faculty Development Committee recommends the following changes to the Faculty Policies and Procedures Manual.

Recommendation 1: The committee recommends that the sixth paragraph on page 107 in Section III Part W Subsection 1 be altered to include the section in bold.

e. A candidate for a sabbatical leave will submit a proposal signed by the candidate, as well as the candidate's department chair and dean to the Committee on Faculty Development, and submit a copy to the department chair and the college dean. **If the leave is not recommended by the department chair, the dean, or the Faculty Development Committee, their rationale must be in writing and the applicant may respond in writing to the rationale. If the chair of the candidate's department is also applying for leave, the recommendation rests with the dean.** The faculty committee will evaluate applications and submit a rank order list of acceptable proposals, with recommendations, to the Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will consult with the candidate and the appropriate department chair and dean before forwarding his recommendations, along with those of the Committee on Faculty Development, to the President, who will make the final decision. The President will notify the candidates in writing, along with copies to the Provost and Vice President for Academic Affairs, the appropriate dean and department chair, and the Faculty Development Committee.

Rationale: Presently, a candidate is not provided any rationale why an application was not approved unless it was lack of funding. This information will help the candidate prepare a better application in the future. This should also prevent conflicts of interest.

Recommendation 2: The committee recommends that the second paragraph on page 108 in Section III Part W Subsection 1 be altered to include the section in bold.

i. Applicants for Sabbatical leaves must be submitted **to the appropriate dean by the Monday before Thanksgiving and submitted to the Faculty Development Committee** by the Wednesday after Thanksgiving.

Rationale: Recently, applicants have submitted their applications to the dean the day before or sometimes the day that they are due. This new timetable will give the dean

more time to review the application.

Recommendation 3: The committee recommends that the last paragraph on page 238 in Section IV Appendix M be altered to include the section in bold.

Applicants for Faculty Connections and Sabbatical Leaves must be submitted **to the appropriate dean by the Monday before Thanksgiving and submitted to the Faculty Development Committee** by the Wednesday after Thanksgiving. Applicants will be notified the last Friday in January.

Rationale: Recently, applicants have submitted their applications to the dean the day before or sometimes the day that they are due. This new timetable will give the dean more time to review the application.

Recommendation 4: The committee recommends that the fifth paragraph on page 111 in Section III Part X be altered to include the section in bold.

4. **Procedures:** An applicants for research or development grant will submit a proposal to the Committee on Faculty Development which will review all proposals and make recommendations to the Provost and Vice President for Academic Affairs. **If the grant is not recommended by the department chair, the dean, or the Committee on Faculty Development, their rationale must be in writing and the applicant may respond in writing to the rationale.** Any research involving human or animal subjects must be approved by the Human and research Review Committee. The Provost and Vice President for Academic Affairs will notify the applicants in writing, with copies to the department chair and dean and to the Committee on Faculty Development. The timetable for faculty development and research grants is presented in Appendix K.

Rationale: Presently, a candidate is not provided any rationale why an application was not approved unless it was lack of funding. This information will help the candidate prepare a better application in the future. This should also prevent conflicts of interest.

Recommendation 5: The committee recommends that the fifth paragraph on page 234 in Section VII Appendix K be altered to include the section in bold.

One copy of the sign-off sheet should be submitted to the Chair of the faculty Development Committee by the specified deadline. The grant proposal should be submitted via email as an attached document as specified by the Chair in the call for proposals. **If the grant is not recommended by the department chair, the dean, or the Committee on Faculty Development, their rationale must be in writing and the applicant may respond in writing to the rationale.** Faculty members will be notified in writing regarding the acceptance or rejection of the proposal within one week of the date final decisions are made.

Rationale: Presently, a candidate is not provided any rationale why an application was not approved unless it was lack of funding. This information will help the candidate prepare a better application in the future. This should also prevent conflicts of interest.

Recommendation 6: Alter the dates on cover sheet on page 235.

Chair of Sabbaticals/Connection Subcommittee
Proposals for Sabbaticals/Connections are due **Wednesday after Thanksgiving**

Chair of Development and Research Grants Subcommittee
Proposals for Grants are due **the last Monday in January**

Rationale: Presently, the dates are December 1, 2007 and January 31, 2008. Neither of these dates agree with the deadlines in the previous guidelines.

Recommendation 7: The committee recommends adding an appendix to Section VII.

The recommended appendix is attached.

Rationale:

- There is confusion by the faculty about the guidelines used for evaluating Sabbaticals. This appendix will specify guidelines that are parallel to the Faculty Connections guidelines. It will also clarify the need to emphasize the benefit to Longwood in the application. This has become a requirement by the Vice president of Academic Affairs and the President and should be spelled out in the guidelines.
- Time is crucial when department chairs are planning for leaves of absence. The process has often been delayed because the department chairs and deans have not addresses the issue of faculty replacement until after the VPAA has approved the leave. By having the chairs and deans address this issue earlier in the process departments can begin searches for replacements earlier.

Recommended New Appendix:

EVALUATION GUIDELINES FOR SABBATICALS

Applicants for Sabbaticals must prepare a proposal according to the guidelines in the 2007-08 Faculty Policies and Procedures Manual (FPPM) pages 107-108 and 235 – 236. Sabbatical applications will be evaluated on the FPPM guidelines and the criteria below.

Qualification. A sabbatical applicant must be tenured with at least six years of full-time service to Longwood University and cannot apply for a sabbatical and a faculty connection during the same year. The application must be received by the committee chairman by the Wednesday after Thanksgiving. It must include the cover sheet from FPPM page 235 and the Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval at the end of this document.

Vita. It must be submitted with the sabbatical application.

If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate what the outcomes of those awards were. Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe specific project goals with attention to specificity, clarity, creativity, and originality. Describe your expectations for the completion of the project. If the project will not be completed during the sabbatical leave, explain how and when the project will be completed. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the sabbatical.

Leave of Absence Justification. Explain why this project could not be achieved in the course of normal university responsibilities.

Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching and/or service.

Besides addressing the criteria above and in the Faculty Policies and procedures Manual, it is, of course, assumed that the application must be clearly written and free of grammatical errors.

EVALUATION GUIDELINES FOR FACULTY CONNECTIONS

Applicants for Faculty Connections must prepare a proposal according to the guidelines in the 2007-08 Faculty Policies and Procedures Manual (FPPM) pages 108-110 and 235 – 238. In addition, the following areas must be addressed in the proposal. Faculty Connections applications will be evaluated on the FPPM guidelines and the criteria below.

Qualification. A connections applicant must have at least three years full-time service with Longwood University and cannot apply for a faculty connection and sabbatical during the same year. The application must be received by the committee chairman by the Wednesday after Thanksgiving. It must include the cover sheet from FPPM page 235 and the Sign Off Sheet for Sabbaticals and Faculty Connections Proposal Approval.

Vita. It must be submitted with the connections application.

If the applicant has received previous awards (Sabbatical, Faculty Connection, grants), give the dates and amounts. Indicate what the outcomes of those awards were. Did the applicant fulfill his/her obligations and meet the expectations set forth in the original proposal? If not, why not?

Goals. Describe specific project goals with attention to specificity, clarity, creativity, and originality. Describe reasonable expectations for the project. State the organization(s) that you would work for and what that work would entail. Explain the value to you and your profession in terms of teaching, research, scholarship, and/or service. Clearly indicate which semester(s) you wish to take the Faculty Connections.

Justification for Faculty Connections. Explain why this project could not be achieved in the course of normal university responsibilities.

Benefit to Longwood. Explain the value of your project to your department, to Longwood University, and to your students in terms of your research, scholarship, teaching, and/or service.

Besides addressing the criteria above and in the Faculty Policies and procedures Manual, it is, of course, assumed that the application must be clearly written and free of grammatical errors.

**SIGN OFF SHEET FOR SABBATICALS AND FACULTY CONNECTIONS
PROPOSAL APPROVAL**

FACULTY MEMBER _____

SEMESTER(S) _____

It is the responsibility of the proposal writer to inform the Department Chair of the proposal's potential impact upon teaching load, advising, committee service, or department support services. Furthermore, the proposal writer is responsible for obtaining all signatures in a timely fashion.

Department Chair: _____ Date: _____

Approval of Proposal: Yes [] No []

Explanation of how faculty member's departmental responsibilities will be addressed during the leave of absence.

College Dean: _____ Date: _____

Approval of Proposal: Yes [] No []

Estimated cost of replacing faculty member during the leave of absence: _____