

## APPENDIX L

### GUIDELINES FOR SELECTION PROCESS FOR FACULTY CONNECTIONS PROGRAM

Any tenured faculty member of the teaching faculty who has been employed at Longwood University for at least three years on a full-time bases, or who has completed at least six years of full-time service since receiving any previous connections or sabbatical leave is eligible to participate in the program. Faculty are not eligible for a sabbatical leave and faculty connection leave during the same academic year.

A faculty member selected for this program will work for the outside organization on a full-time basis, for one academic semester, fall or spring, with no reduction in salary or benefits. Summer sessions are not included in this program.

Any eligible faculty member may submit a program application with the following information to the committee on Faculty Development, with a copy provided to his/her chair and academic dean.

1. The reason or reasons the faculty member feels he or she would benefit from being selected for this program.
2. The organization or organizations that the faculty member would like to work for during the length of the program, and why he or she has selected the organization(s).
3. Any additional expenses, up to \$1,000, that the faculty member expects that he or she may incur as a result of having to travel away from Farmville, or having to stay in another geographic area. Expenses of this type would not hinder the faculty member's proposal in any way. It is necessary, however, to include this in the overall funding request.
4. Specific benefits that would accrue to the faculty member, the department and the university as a result of participation in this program.
5. Any additional information that the faculty member believes will support his or her application, and will not be detrimental to Longwood University.
6. The Committee on Faculty Development will review all proposals and make recommendations to the Provost and Vice President for Academic Affairs (PVPAA). The PVPAA 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.
7. Those faculty members selected for this program will present to their department chair proof that they have, in fact, been approved to work in their selected organizations. This proof may be in the form of a letter indicating that the faculty member has been approved by the organization for the time indicated, with a firm beginning date.
8. A contract binding the faculty member, the outside organization, and Longwood University will be prepared and signed by all concerned.
9. Once a signed contract for participation is received, the academic dean can finalize the hiring of any adjunct faculty who will perform the academic duties of the faculty member.

Upon program completion -- Henceforth from the spring of 2002 on, the faculty member will prepare a written report about the organization experience. The report must be approved by the outside organization before publication. No organization-sensitive information is to be included in the report. The faculty member will present the report to the department chair, dean and Provost and Vice President for

Academic Affairs (PVPAA) after it has been approved by the organization. The faculty member will present his or her findings to members of the faculty, and/or to other organizations outside the college community.

Program Timetable (Assume a Starting Date of September)

Applicants for Faculty Connection 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.

*References: Faculty Senate, October 12, 2000, April 10, 2008, March 19, 2009; Board of Visitors, June 13, 2009.*

## EVALUATION GUIDELINES FOR FACULTY CONNECTIONS

Applicants for Faculty Connections must prepare a proposal according to the guidelines in the 2009-10 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.

## APPENDIX M

### EVALUATION GUIDELINES FOR SABBATICALS

Applicants for Sabbaticals must prepare a proposal according to the guidelines in the 2009-10 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.