

**6C7-3.014 Faculty and Administrative and Professional Development Leave Program.**

(1) Purpose: To make available to eligible faculty and A&P members a period to be devoted to scholarly activities for the purpose of intellectual renewal and improvement and updating of professional competence to enhance the employee's potential to the university.

(2) In-unit Faculty and A&P: All leave programs for in-unit employees shall be conducted in accordance with the applicable provisions of any then-current collective bargaining agreement.

(3) Non-Unit Employees:

(a) The following leave programs are available to non-unit Faculty and A&P:

1. Professional Development Leave.

2. Job-Required Study Leave which shall, upon determination of the supervisor that course work is job required and that departmental needs can be met while employee is on leave, be made available to employees required to take academic course work as part of their assigned duties. Time spent during work days to attend classes under this leave shall not be charged to the employee's accrued leave time.

3. Job-Related Leave. Leave may be granted to permit the employee to attend up to six credits of course work during work hours when the supervisor determines that the course work is job-related and that departmental needs can be met while the employee is on leave. Time spent during work days to attend classes under this type of leave shall be charged against the employee's accrued leave time.

4. Leave Without Pay, subject to the provision that any accrued annual or compensatory leave must be taken prior to the beginning of a leave without pay granted for the purpose of taking course work.

(b) Non-Unit Employee Applications:

1. Applications for Job-related leave, Job-required study leave or Leave Without Pay (when for the purpose of attending course work) shall be made, in writing, to the employee's immediate supervisor. Supervisors are authorized to select the recipients of these types of leave subject to any quotas which may be imposed by the university.

2. Applications for Professional Development Leave must be submitted, through administrative channels, to a selection committee composed of personnel as may be appointed by the president or designee. Persons serving on the selection committee must be non-tenure or administrative faculty, non-unit faculty, or A&P employees.

(c) Selection Criteria: Selection of non-Unit recipients will be made on the basis of a briefly outlined planned development program furnished in writing by the applicant. The following will be the primary elements considered in determining priority:

1. The merit and logic of the project presented;

2. A realistic assessment of the benefits to accrue to the individual and the university;

3. Availability of awards, fellowships, or grants to the applicant which will supplement the leave;

4. Length of time since the individual has last been relieved of teaching or administrative duties for the purpose of research or scholarly activities.

5. In the case of Professional Development Leave for non-unit faculty, special consideration will be given to administrators returning to full teaching assignments.

(d) The selection committee shall provide the president with a priority listing of eligible, non-unit, applicants for Professional Development and/or Faculty Development Leave. Final selection shall be made by the president.

(e) Recipients of Faculty and Administrative and Professional Employee Development Leave agree to forego other applicable professional development leave which might be available, such as sabbatical leave.

*Authority: BOG Regulation 1.001. History--New 10-8-75, Amended 3-22-76, 8-4-82, 8-2-89, Formerly 6C7-3.14, Amended 4-23-03.*