

**Santa Clara University
Faculty Development Program**

**JUNIOR FACULTY DEVELOPMENT LEAVE
APPLICATION GUIDELINES**

Tenure-track faculty who receive an affirmative Mid-Probationary Review (MPR) and who submit a satisfactory proposal shall receive a one-quarter Junior Faculty Development Leave (JFDL), normally taken during the fourth year of the probationary period. Faculty receive full salary during the year the leave is taken.

I. Application

The application should include three items: a brief proposal, a current C.V., and a copy of the applicant's MPR.

The proposal must address issues identified in the MPR. It should not exceed three single-spaced pages and should include each of the following sections: (1) statement of goals; (2) methods and objectives; (3) timetable; (4) relevance of proposed work to the professional development of applicant; and (5) budget, if any.

II. Budget

In addition to receiving full salary, applicants may request funds for legitimate professional expenses associated with the JFDL project, such as supplies, student assistants, or travel. Requests for student assistants should include fringe benefits as well as wages. Each budget item should be accompanied by a brief description and justification.

III. Review Procedures

Proposals should be submitted to the Department Chair as soon as possible after a successful MPR. The Chair will discuss the proposal with the faculty member, ensuring that it is focused, feasible, aimed at strengthening the colleague's tenure dossier, and responsive to the issues raised in the MPR.

After approving the proposal, the Chair will forward copies of the proposal, C.V., and MPR to the Dean and to the Associate Provost for Faculty Development. The Dean will evaluate the proposal and resolve any concerns with the Chair and the faculty member before sending a recommendation to the Associate Provost. The Associate Provost for Faculty Development will review the application and the recommendations of the Chair and Dean and make a recommendation to the Provost. Final decisions on JFDLs are made by the Provost.

IV. Deadline

It is strongly recommended that the proposal and recommendations reach the Associate Provost within one month after successful completion of the MPR.

V. Further information

See Sections 3.3.1 and 3.7.2 of the Faculty Handbook:
<http://www.scu.edu/provost/policies/facultyhandbook06.cfm> .