

## **APPLICATION GUIDELINES FOR JUNIOR FACULTY DEVELOPMENT LEAVES**

Tenure-track faculty who receive an affirmative mid-probationary review and who submit a satisfactory proposal shall receive a one-quarter leave, normally taken during the fourth year of the probationary period. Faculty receive full salary during the year the Junior Faculty Development 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 mid-probationary review.

The proposal must address issues identified in the mid-probationary review. 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 expenses such as photocopying, research or pedagogical supplies, student assistants, conferences, and travel. Requests for student assistants should include fringe benefits as well as wages. Benefits should be calculated at the prevailing rate as determined by the SCU budget office, which is currently 5%. Each budget item should be accompanied by a justification.

### **III. Review Procedures**

Proposals should be submitted to the Department Chair as soon as possible after a successful mid-probationary review. 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 mid-probationary review.

After approving the proposal, the Chair will forward copies of the proposal, C.V., and mid-probationary review 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 Junior Faculty Development Leaves 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 a mid-probationary review.

### **V. Further information**

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