

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 two items: a brief proposal 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 for 2004-05 is 5%.

Each budget item should be accompanied by a justification.

III. Review Procedures

Proposals should be submitted to the Chair as soon as possible after a successful mid-probationary review. The Chair will discuss the proposal with the faculty member, approving the proposal after 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 it to the Dean and to the Associate Vice 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 Vice Provost. Applications will be approved by the Associate Vice Provost for Faculty Development on the basis of recommendations from the appropriate department Chair and Dean.

IV. Deadline

It is strongly recommended that the proposal and recommendations reach the Associate Vice Provost within one month after successful completion of a mid-probationary review.

V. Other

See Sections 3.3.1 and 3.7.2 of the Faculty Handbook on the web at www.scu.edu/faculty/handbook/ for further information.