

**Santa Clara University**  
**Research and Faculty Affairs**  
**JUNIOR FACULTY DEVELOPMENT LEAVE**  
**APPLICATION GUIDELINES**

**April 8, 2019**

Tenure-track faculty who receive an affirmative Mid-Probationary Review (MPR) may apply for a one-quarter junior faculty development leave, normally taken during the fourth year of the probationary period. Faculty receives full salary during the year the leave is taken.

### **I. Application**

The application must include four items: 1) a *Junior Faculty Development Plan (JFDP)*, 2) a proposed budget and budget justification, 3) a current C.V., and 4) a copy of the MPR advising letter.

The JFDP must directly address all of the main issues and suggestions raised in the MPR regarding teaching, scholarship, and service. The JFDP must also include specific action plans addressing each issue, with a planning horizon extending to the anticipated date of application for tenure (in most cases this would be two or three academic years). Lastly, the JFDP must also include a specific work plan and timeline for the one-quarter junior faculty development leave. *The JFDP should be developed in consultation with the department chair, and if possible, other faculty mentors and the Senior Associate Provost for Research and Faculty Affairs.*

Applicants may request up to \$3,000 for legitimate professional expenses associated with the Junior Faculty Development Leave activity, such as supplies, student assistants, or travel. Each budget item must be accompanied by a brief description and justification. Computers and other electronic devices such as iPads *cannot* be requested through this program. ***Funds are only available during the year of the leave.*** Any changes in the final budget must be approved by the Senior Associate Provost for Research and Faculty Affairs.

### **III. Review Procedures**

Application materials should be submitted to the Department Chair, Dean and to the Associate Provost for Research and Faculty Affairs via grants@scu.edu. All materials must be submitted electronically as a PDF document(s). The application must be submitted within 14 days of receiving the MPR and no later than July 12, 2019.

The Chair must provide an evaluation of the application materials including a recommendation for the junior faculty development leave within *5 days of receiving the application.*

The Dean's recommendation must be completed within *5 days of receiving the chair's recommendation.* The Dean should evaluate the application and resolve any concerns with the Chair and the faculty member before sending a recommendation to the Associate Provost for Research and Faculty Affairs.

The Senior Associate Provost for Research and Faculty Affairs 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**

The application must be submitted within *14 days* of receiving the MPR and no later than *July 12, 2019.*

### **V. Further information**

See Sections 3.3.1 and 3.7.2 of the Faculty Handbook.