

Santa Clara University
Office of the Provost
JUNIOR FACULTY DEVELOPMENT LEAVE APPLICATION GUIDELINES
2021-22
Updated October 2021

Tenure-track faculty who receive an affirmative Mid-Probationary Review (MPR) may apply for a one-quarter or one-semester Junior Faculty Development Leave, 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 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 advisory 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 or one-semester Junior Faculty Development Leave. The JFDP should be developed in consultation with the Department Chair, and ideally, other senior department faculty or mentors outside the department such as Faculty Associates working with the Faculty Development program.

Applicants may request up to \$2,000 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 Associate Vice Provost for Research.

II. Review Procedures

Application materials should be submitted to the Department Chair, the Dean, and the Associate Vice Provost for Research via grants@scu.edu. All materials must be submitted electronically in PDF format. The application must be submitted within 14 days of receiving the MPR.

The Chair must provide 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 Vice Provost for Research.

The Associate Vice Provost for Research 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.

III. Deadline

The application should be submitted within 14 days of receiving the MPR advisory letter from the department.

IV. Further information

See Sections 3.3.1 and 3.7.2 of the Faculty Handbook (<https://www.scu.edu/media/offices/provost/policy-procedure/Faculty-Handbook-10.15.21.pdf>).