

## **Professional Development for Teaching Faculty**

### A. Introduction

Resources for teaching faculty research and development, attendance at professional meetings, workshops, seminars, advanced study, released time fellowships and sabbatical leaves are provided by the university. In addition, the university employs a director of sponsored programs who seeks funds to provide these benefits for individuals and the university. These resources for faculty development are reviewed annually in the budgeting process.

### B. Faculty Travel

1. Teaching faculty members are urged to associate themselves with at least one professional organization or learned society and to become active in its programs. The university will help defray expenses incurred by faculty members in attending such meetings.
2. Well in advance of the meeting, the faculty member should notify the department chair of plans, clearly indicating arrangements for the conducting of classes during the absence. If these arrangements are approved, they will be sent in writing to the dean for final clearance. Forms for reporting expenses should be obtained from the dean's office or the chair's office before the meeting, and expense forms should be returned as soon as possible after the meeting to that office. A brief written report of the meeting should also be submitted to the dean through the department chair.
3. Each full-time teaching faculty member is budgeted for travel to professional meetings as a part of the university's interest in faculty development and professionalism. The budgeted amount is to cover actual traveling and living expenses. The faculty member will be expected to cover costs above the budgeted amount. The budget allocation can be applied to total cost without distinction regarding attendance, reading a paper or serving in an official capacity. Unused funds may be carried over 1 year to enable a faculty member to attend more meetings or more distant meetings. There is no carryover beyond the second year. A faculty member may not transfer unused travel funds to another faculty member.

### C. Grants Awarded by the Faculty Research and Development Committee

Any full-time teaching faculty member who meets the following requirements is eligible to apply for a sabbatical leave:

1. Sabbatical Leaves

- a. Eligible faculty are encouraged to apply for sabbatical leaves if they are conducting extensive research or engaged in a significant amount of additional study that will result in the recipient's professional development. Eligible faculty may apply for a leave of one-half a full year's teaching load at full salary or for a leave of a full academic year at half-salary.
- b. A sabbatical leave may be granted for one-half a full year's teaching load, 12 hours, at full salary, or for a full academic year, 24 hours, at half salary. The sum total of teaching hours plus release time for departmental duties, such as chair responsibilities, plus 12 hours of sabbatical leave, will not exceed 24 hours for the recipient of a sabbatical leave in the academic year of that leave.
- c. Any full-time tenured, tenure track, professional status faculty member, or continuing track faculty member who has been promoted who meet the following requirements is eligible to apply for a sabbatical leave:
  - 1.) Holds the rank of assistant professor, associate professor, or professor
  - 2.) Has completed at least 5 years of service to the university in full-time status
- d. The sabbatical leave is to be used for original research, additional study, or for such similar activity that will result in the recipient's professional development.
- e. For the period of the sabbatical, the recipient is released from obligations to attend department, faculty, and committee meetings. The recipient's advising load can be temporarily redistributed.
- f. All fringe benefits will continue through the period of the sabbatical leave.
- g. A minimum of 5 years of service to the university must elapse after a sabbatical leave has been taken before a tenured or continuing track teaching faculty member may apply for another sabbatical leave. The faculty research and development committee will use 2 years as a general guideline for a recipient of a sabbatical to become eligible for released time fellowships (see below).
- h. A member of the faculty who is within 2 years of retirement will normally not be considered to be eligible for a sabbatical leave.

If a faculty member is applying for tenure or professional status in the same year as the sabbatical application, the awarding of the sabbatical will be contingent upon the granting of tenure or professional status.

- i. A recipient of a sabbatical leave is expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their sabbatical leave will be required to repay the monies advanced them by the university during their sabbatical unless the university terminates their employment.
  - j. Application for a sabbatical leave should include completion of the application form provided for grant and released time requests, plus a supporting letter that states in detail the nature and significance of the project to be undertaken, the necessity of the sabbatical, and the benefits to be accrued to both the individual making the request and to the university.
  - k. The decision of the faculty research and development committee will be based on the merits of each individual case. The faculty research and development committee will report its decisions to the assistant vice president for academic affairs.
  - l. Upon completion of the sabbatical, the faculty member is expected to submit a report to the assistant vice president for academic affairs. The report should include a summary of academic accomplishments during the sabbatical and an evaluation of professional activities and pursuits during the sabbatical period.
  - m. All applications for sabbaticals for the next academic year must be received by the faculty research and development committee no later than the published November deadline. Application forms for sabbatical leaves may be obtained from the office of the provost/vice president for academic affairs.
2. Summer Fellowships
- a. Faculty are encouraged to apply for summer fellowships if they are conducting research or engaged in a significant amount of additional study that will result in the recipient's professional development. These fellowships are intended for those faculty members who will be doing a significant amount of work but not as much as a sabbatical leave would entail. The work for these fellowships should be completed during the university's summer months. Fellowships are funded in the amount of one-tenth of the university's median full-time faculty salary.
  - b. Summer fellowships are intended to provide a period of uninterrupted time, similar in nature to a sabbatical (see section above), to be used exclusively in the pursuit of a project intended to result in publication or some other tangible expression of scholarship and/or professional development. A limited number of fellowships in the amount of one-tenth of the university's median full-time faculty salary are available.

- c. Any full-time teaching faculty member who has served the university for two or more years is eligible to apply for a summer fellowship.
  - d. Since summer fellowships are intended to provide for uninterrupted time, summer fellows cannot teach summer school during the year of the grant.
  - e. Teaching faculty members may not be awarded summer fellowships in consecutive years. Recipients of summer fellowships are expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their fellowship grant will be required to repay the monies of the grant unless the university terminates their employment.
  - f. Application for a summer fellowship should include completion of the application form provided for grant and released time requests, plus a supporting letter which states in detail the nature and significance of the project to be undertaken.
  - g. The faculty research and development committee will devise criteria for the administration and evaluation of proposals and approve those proposals which, in the committee's judgment, should receive financial assistance. The faculty research and development committee will report its decisions to the assistant vice president for academic affairs.
  - h. Summer fellows are required to submit a report describing the work which was accomplished during the period of the fellowships. Copies of the report should be sent to the assistant vice president for academic affairs by September 15 of the year of the grant.
3. Released Time Fellowships
- a. Faculty are encouraged to apply for released time fellowships if they are conducting research or engaged in additional study which can be completed during the academic semester for which they are requesting a reduced teaching load. Applicants may apply for a release of one or two courses; however, there is no guarantee that the release time fellowship applied for, if accepted, will be funded at the level requested. There is no monetary award associated with this type of fellowship, except for the continuance of full pay at current levels with reduced teaching responsibilities.
  - b. Released time fellowships are granted for release from one or more courses during a regular semester, but not from all courses taught. Released time fellowships are also granted for winter term. Those persons wishing to apply for released time from all teaching responsibilities during a regular semester should consult the section on sabbaticals above.

- c. Any full-time teaching faculty member who has served the university for two or more years is eligible to apply for released time.
- d. Released time is to be used by the faculty member for additional research or scholarship that will result in the recipient's pedagogical and/or professional development. Released time fellowships are not intended to be used for degree completion.
- e. The following scale shall apply as a guideline for applicants and for the faculty research and development committee with regard to frequency of application and eligibility:

Released Time Fellowship  
Course = 4 Hours

Eligible Again  
1 Year

A general guideline of two released courses distributed over a period of 3 years as a maximum will be followed by the committee and is suggested to prospective applicants.

- f. Recipients of released time fellowships are expected to return to the university for at least one semester. If recipients fail to complete these requirements in the semester(s) immediately following their released time, they will be required to repay monies advanced them by the university for their leave unless the university terminates their employment.
  - g. Applications for released time fellowships are provided to the faculty each fall by the faculty research and development committee. Forms are available from the office of the provost/vice president for academic affairs. Applications should be submitted to the faculty research and development committee by the published deadline.
  - h. Upon completion of the released time fellowship, the faculty member is expected to submit a report to the assistant vice president for academic affairs. The report should include an evaluation of the individual's advancement as it relates to professional activities and pursuits during the released time period.
  - i. All applications for released time fellowships for the next academic year must be received by the faculty research and development committee no later than the published deadline.
4. Research, Development, and Advanced Study
- a. Faculty are encouraged to apply for money in this category if they are conducting research, working on a publication, pursuing professional development, working towards the completion of a dissertation, or engaged in additional study or course work at another graduate institution. Applicants

should be aware that there is no guarantee that the amount of money requested, if accepted, will be funded at the level requested.

- b. All full-time teaching faculty members are eligible to apply for assistance in their pursuit of scholarly research, publications, professional development, dissertation completion, advanced study or course work at graduate institutions. All research activities involving human participants, whether funded or not, must conform to the current guidelines set forth in the document "Ethical principles and review procedures for human participants in research" available from the office of the provost/vice president for academic affairs.
- c. Applications for assistance are made to the faculty research and development committee which will review and award funding based upon the circumstances of each individual's case as it relates to the overall needs of the university. All applications for assistance for the following summer or the next academic year must be received by the faculty research and development committee by the deadline set by the committee and announced each fall. The date will usually be during the latter part of January. Forms are available from the office of the provost/vice president for academic affairs.
- d. For special requests that develop during the academic year, additional assistance is available from the faculty research and development committee. Requests should be forwarded to the chair of the faculty research and development committee.
- e. The normal grant period is June 1 of each year to May 31 of the following year. Funds unused by a recipient by the end of the grant period will be returned to the general university fund. A request for a change in any part of the grant originally approved by the committee must receive prior approval from the chair of the faculty research and development committee and notification in writing to the assistant vice president for academic affairs.
- f. A recipient of a research, development, and advanced study grant is expected to return to Elon University for at least 1 year. Recipients who fail to complete 1 year of full-time service at Elon University immediately following their grant will be required to repay the monies advanced them by the university unless the university terminates their employment.
- g. At the conclusion of the grant period, the recipient of a grant must submit to the committee an account of the results of the research or study and a brief financial statement on a form supplied by the committee.
- h. Expenses may be reimbursed for:

- 1.) Special equipment and materials, books, microfilm, photocopies, and manuscripts for research
  - 2.) Statistical analysis
  - 3.) Stenographic services
  - 4.) Communication costs
  - 5.) Travel and living expenses incurred away from home and pertinent to the project (with low priority given to travel expenses for coursework)
  - 6.) Publication up to 50% of the requisite subsidy, but not to exceed \$1,000
  - 7.) Tuition
  - 8.) Other purposes deemed by the committee to be necessary for the successful completion of the proposed project and compatible with the general policies of the university, but not to include payment to the faculty member for time spent in research
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- i. When possible, supplies, equipment, and clerical services are to be acquired through regular university channels. The committee will not approve the expenditure of its funds for materials or equipment which in its judgment should be supplied by the university through the departmental or library budgets.
  - j. Teaching faculty members desiring release from teaching responsibilities to conduct research or to develop projects are encouraged to refer to sections on sabbaticals and released time above.
  - k. All books, manuscripts, photocopies, microfilms, and similar research materials purchased with funds from a grant approved by the committee become the property of Elon University and, upon completion of the project, are to be deposited in the library or other appropriate university repository. Textbooks required in course work will become the personal property of the grantee.
  - l. The publication of the results of research projects supported by a grant from the university should include a printed acknowledgment of financial assistance from the university.

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