

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-20

Approved by the Faculty Senate
March 20, 2024

BRIEF SUMMARY: This bill revises the section for "Professional Development Program" in Chapter 4 of the *Faculty Handbook*.

REVISING PROFESSIONAL DEVELOPMENT PROGRAM

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the section "Professional Development Program" in Chapter 4 of the *Faculty Handbook* will be replaced by this bill.

Professional Development Program

Faculty Senate bill 11-A-21 begins here.

The University utilizes a multi-faceted professional development program to serve the professional aspirations of the individual faculty member, as well as the instructional and programmatic needs of the University in its service to students. Elements of this program include opportunities for funding for professional development activities of the individual faculty member, participation in other institutional grant programs, and several different types of professional leave. These opportunities are described below.

Individual Professional Development Program

The Faculty Tenure and Promotion Policy (Faculty Senate Bill 14-A-18 as outlined in Chapter 2 of the *Faculty Handbook*) requires that a one-time individual professional development allocation of \$1000 be awarded to a faculty member who receives promotion or post-professorial merit. These funds are to be used by faculty members to support their professional development activities broadly construed, subject to the conventional university and state financial procedures.

Department Level Professional Development Program

Each academic year funds are allocated to every academic department on a full-time-equivalent basis to help individual faculty members defray the costs of their professional development activities, including attending professional meetings. Each department will establish procedures for the distribution of these funds, subject to the conventional university and state financial procedures.

Other Institutional Professional Development Support

43 The University may maintain a variety of internal grant opportunities for faculty to fund
44 certain specific activities or goals. The eligibility requirements, funding levels, and
45 application and selection procedures are determined by the granting entity.

46 On occasion, faculty members may be offered a release from part of their usual teaching
47 loads to pursue approved development goals. These arrangements are typically negotiated on
48 an ad hoc basis.

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50 **Sabbatical Leave Program**

51 As an institution of higher education, the University is committed to maintaining a quality
52 learning environment in which faculty and students can develop skills and ideas, acquire
53 knowledge, and engage in creative activities covering a wide range of disciplines and fields.
54 As an expression of this commitment, the University provides a sabbatical leave program for
55 tenured faculty to enhance their professional competence and the total teaching/learning
56 environment. The sabbatical leave, therefore, represents a dual investment—an investment of
57 time and expertise on the part of the individual faculty member and a financial investment by
58 the University—which promises to result in improved teaching, enriched programs, and the
59 advancement of knowledge and creative activity at the University.

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61 **Sabbatical Purposes**

62 A sabbatical leave may be granted to tenured faculty for the purpose of professional
63 advancement. A sabbatical leave is not automatic; rather, it is awarded based on professional
64 need and accomplishment. The leave provides a means for improving teaching or
65 instructional programs, engaging in research or writing for publication, pursuing creative
66 activities, developing programs directly related to institutional needs, or exploring alternative
67 career patterns. Sabbatical requests require prior joint faculty/administrative endorsement.

68 Because of the diversity of fields and disciplines within the University, it is possible to
69 define a wide range of activities that constitute legitimate use of a sabbatical leave. Such
70 activities may include, but are not limited to, the completion of books, monographs, or
71 articles; completion of creative projects; professional travel, study or other work contributing
72 to projects already underway; development of new instructional programs; extensive revision
73 of existing programs; post-doctoral experiences and study; and advanced preparation for
74 academic respecialization. If the respecialization is administratively prompted, it is assumed
75 that most of those costs would come from outside the sabbatical program funds. A sabbatical
76 leave is not to be used for work toward the completion of an advanced degree.

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78 **Definition of Sabbatical Leave**

79 A sabbatical leave is a leave of absence taken for a full academic year at one-half salary
80 plus one-half the maximum elective contribution for the Family Medical Care Plan under
81 Southeast Missouri State University's Cafeteria Plan or for one semester at full salary. The
82 base salary is that which would have been forthcoming in the year of the sabbatical. While on
83 sabbatical leave, the faculty member is an employee of the University and will receive all
84 benefits due to faculty who are regularly employed. Faculty on sabbatical leave will receive
85 their salaries in regular payments, as they would if they were normally employed.

86 Since it is essential to maintain the integrity of programs and offerings at the University,
87 arrangements must be made to compensate for the absence of faculty members on sabbatical
88 leave.

89 Eligibility requirements, application and selection processes, and related procedural
90 provisions are set out in the "Sabbatical Leave Procedures."

91 **Other Leaves**

92 In addition to sabbatical leaves, there are other types of leaves which may be available to
93 the faculty member. In most cases, these leaves will permit the faculty member to take
94 advantage of professional development or other types of personal enrichment opportunities.
95 These leaves are of two main types:

96 **Leave Without Compensation**

97 A faculty member on this type of leave receives no salary but will be given the
98 opportunity to continue under the University benefits package by compensating the
99 institution for the costs of continuing coverage, subject to the terms of existing university
100 policy on faculty compensation. The faculty member may apply for and receive faculty
101 development funds in accordance with conventional department or university procedures.

102 **Leave With Compensation**

103 A faculty member on this type of leave receives salary, benefits, or other
104 compensation, the amount of which is determined through the deliberative process which
105 awards the leave. This type of leave entails a teaching or financial commitment, the
106 nature of which is also determined through that deliberative process. These leaves are of
107 two types:

108 **1. Leave to Complete Appropriate Terminal Degree**

109 In certain circumstances, leave with compensation will be awarded to faculty
110 members to facilitate their completion of the appropriate terminal degrees. These
111 leaves will only be available to faculty hired in fields where market forces make it
112 unlikely that a candidate with similar qualifications or characteristics and with the
113 terminal degree can be hired.

114 **2. Leave to Pursue Other Professional Development Opportunities**

115 In certain circumstances, other professional development opportunities may be
116 presented to the faculty member which are unique in their value to that person and
117 the University; or which have such time constraints as to justify treating them
118 outside the framework of the conventional sabbatical leave policy. Leaves may be
119 awarded to support faculty pursuit of these opportunities.

120 Procedures regarding these Other Leaves are set out in the "Faculty Leave Program
121 Procedures."

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Action	Date
Introduced to Senate	3/20/2024
Second Senate Meeting	3/20/2024
Faculty Senate Vote	3/20/2024
President's Review	4/9/2024
Posted to Faculty Handbook	