

**FACULTY SENATE                      SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 24-A-XX**

**Approved by the Faculty Senate**

**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 requires that a one-time individual professional development allocation 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.

**College Level Professional Development Program**

43 ~~—The Faculty Development Program at the college level exists to provide support~~  
44 ~~and opportunity for faculty members to realize their potential and to improve the~~  
45 ~~quality and effectiveness of the total educational effort of the University. To this~~  
46 ~~purpose the Provost will allocate a specific sum of money to each college at or near~~  
47 ~~the beginning of each fiscal year to support the professional needs of the faculty. The~~  
48 ~~funds will be made available according to the "College Level Professional~~  
49 ~~Development Procedures."~~

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### 51 **Other Institutional Professional Development Support**

52 The University may maintain a variety of internal grant opportunities for faculty  
53 to fund certain specific activities or goals. The eligibility requirements, funding  
54 levels, and application and selection procedures ~~shall be~~ **are** determined by the  
55 granting entity.

56 On occasion, faculty members may be offered a release from part of their usual  
57 teaching loads ~~in order~~ to pursue approved development goals. These arrangements  
58 are typically negotiated on an ad hoc basis.

59

### 60 **Sabbatical Leave Program**

61 As an institution of higher education, the University is committed to maintaining  
62 a quality learning environment in which faculty and students can develop skills and  
63 ideas, acquire knowledge, and engage in creative activities covering a wide range of  
64 disciplines and fields. As an expression of this commitment, the University provides  
65 a sabbatical leave program for tenured faculty to enhance their professional  
66 competence and the total teaching/learning environment. The sabbatical leave,  
67 therefore, represents a dual investment – an investment of time and expertise on the  
68 art of the individual faculty member and a financial investment by the University –  
69 which promises to result in improved teaching, enriched programs, and the  
70 advancement of knowledge and creative activity at the University.

71

### 72 **Sabbatical Purposes**

73 A sabbatical leave may be granted **to** tenured faculty for the purpose of  
74 professional advancement. A sabbatical leave is not automatic; rather, it is awarded  
75 ~~on the basis of~~ **based on** professional need and accomplishment. The leave provides  
76 a means for improving teaching or instructional programs, engaging in research or  
77 writing for publication, pursuing creative activities, developing programs directly  
78 related to institutional needs, or exploring alternative career patterns. Sabbatical  
79 requests require prior joint faculty/administrative endorsement.

80

81 Because of the diversity of fields and disciplines within the University, it is  
82 possible to define a wide range of activities that constitute legitimate use of a  
83 sabbatical leave. Such activities may include, but are not limited to, the completion  
of books, monographs, or articles; completion of creative projects; professional

84 travel, study or other work contributing to projects already underway; development  
85 of new instructional programs; extensive revision of existing programs; post-  
86 doctoral experiences and study; and advanced preparation for academic  
87 respecialization. If the respecialization is administratively prompted, it is assumed  
88 that ~~a majority of most of~~ those costs would come from outside the sabbatical  
89 program funds. A sabbatical leave is not to be used for work toward the completion  
90 of an advanced degree.

### 91 **Definition of Sabbatical Leave**

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

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

103 Eligibility requirements, application and selection processes, and related  
104 procedural provisions ~~shall be~~ **are** set out in the "Sabbatical Leave Procedures."  
105  
106

### 107 **Other Leaves**

108 In addition to sabbatical leaves, there are other types of leaves which may be  
109 available to the faculty member. In most cases, these leaves will permit the faculty  
110 member to take advantage of professional development ~~and/or~~ other types of  
111 personal enrichment opportunities. These leaves are of two main types:

#### 112 **Leave Without Compensation**

113 A faculty member on this type of leave receives no salary, but will be given  
114 the opportunity to continue under the University benefits package by  
115 compensating the institution for the costs of continuing coverage, subject to the  
116 terms of existing ~~U~~university policy on faculty compensation. The faculty  
117 member may apply for and receive faculty development funds in accordance  
118 with conventional ~~college department or university~~ procedures.

#### 119 **Leave With Compensation**

120 A faculty member on this type of leave receives salary, benefits, ~~and/or~~ other  
121 compensation, the amount of which is determined through the deliberative  
122 process which awards the leave. This type of leave entails a teaching ~~and/or~~  
123 financial commitment, the nature of which is also determined through that  
124 deliberative process. These leaves are of two types:

125 **1. Leave to Complete Appropriate Terminal Degree**  
 126 In certain circumstances, leave with compensation will be awarded to  
 127 faculty members to facilitate their completion of the appropriate terminal  
 128 degrees. These leaves will only be available to faculty hired in fields  
 129 where market forces make it unlikely that a candidate with similar  
 130 qualifications or characteristics and with the terminal degree can be hired.

131 **2. Leave to Pursue Other Professional Development Opportunities**  
 132 In certain circumstances, other professional development opportunities  
 133 may be presented to the faculty member which are unique in their value  
 134 to that person and the University; or which have such time constraints as  
 135 to justify treating them outside the framework of the conventional  
 136 sabbatical leave policy. Leaves may be awarded to support faculty pursuit  
 137 of these opportunities.

138 Procedures regarding these Other Leaves ~~shall be~~ are set out in the "Faculty  
 139 Leave Program Procedures."  
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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/14/2014
Second Senate Meeting	2/28/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	