



## *Faculty Development*

The principal objective of faculty development is to improve the educational experience of the students at the University. Maryville is committed to supporting faculty development and it does so by providing funds for travel, scholarship activities, and programs that promote educational growth.

### **I. Sabbatical Leave**

A sabbatical leave for the purpose of study, research and scholarly achievement which will contribute to the professional effectiveness and the value of subsequent services to the University may be granted to a faculty member who has served in a full-time capacity for not less than six consecutive years. Time spent on leave without pay shall not be counted in determining eligibility for sabbatical leave.

The opportunity for taking sabbatical leave at regular intervals is not guaranteed and will be granted only when the condition of the program involved and that of the University in general is such that the member's absence will not impair the interests of the University as determined by the Vice President for Academic Affairs and the applicable Dean or Chair.

Individuals granted such leave must agree to return to their University duties for at least one contractual year following the leave.

Sabbatical leaves shall be granted with due regard to the claims of all eligible and applying and also with regard to the best interest of the University. They shall be granted only to those whose past service and contributions have been such as to warrant the assumption that they will benefit by the leave in a manner that will enhance their value to the institution.

The term "faculty" as here used shall include all members of the full-time teaching faculty with academic rank.

Salary will be either full for one semester or half for two semesters. It is the responsibility of the applicant to inform the University in writing of any other grants, fellowships, or financial support expected or received during the period of the sabbatical leave. The income from such sources and the sabbatical leave compensation should not exceed a faculty member's salary plus necessary research, travel and relocation expenses essential to the leave.

Up to five sabbatical leaves may be granted by the University in a single year.

#### **A. Guidelines for Sabbatical Leave**

Sabbatical applicants should use the four guideline categories listed below in developing a formal application. The guidelines are as follows:

- 1. Purpose of the Sabbatical:** Sabbatical requests shall be for scholarly, artistic or professional development. The project shall be clearly and specifically defined. There shall be clear statements regarding benefits to the realization of the University's mission and goals, and to the academic unit and department in which the applicant has major teaching responsibilities.

2. **Objectives of the Sabbatical:** There shall be a set of objectives specified and statements about how each is going to be evaluated. There shall be a description of the proposed project(s) and activities that will be engaged in to achieve the objectives. For scholarly or artistic projects, applicants shall include the relationship of the proposed project to previous research of artistic work by the applicant or others. For scholarly, artistic or faculty development projects, applicants shall address a demonstration of need; discuss efforts leading up to the proposed project; and describe how the project's likelihood of completions bears a justifiable relationship to the time period within which it is to be carried out. This section should also describe how the project advances the applicant's professional growth at the cutting edge of her or his discipline, and/or the enhancement of the applicant's curriculum including the quality of pedagogy and the quality of assessment in the teaching environment.
3. **Contribution to Professional Development:** The applicant shall address the potential impact of the project on the applicant. In addition to articulating the specific expected outcomes, this section should include a statement of the anticipated future activities related to the sabbatical leave.
4. **Evaluation of the Sabbatical:** The applicant shall address plans for a public presentation of results of the sabbatical leave (e.g., departmental/school seminar, recital, show, University-wide forum). Following the completion of the sabbatical, the faculty member will write a concise report outlining the accomplishments of their sabbatical as they relate to their set of objectives. The faculty member will give this report to the dean of their academic unit. The dean will review it and forward the report to the VPAA. After the VPAA has reviewed the report, a copy will be forwarded to the Sabbatical Committee for its records.

## **B. Sabbatical Leave Application Process**

### **Application Process**

Sabbatical applications are due on September 15th of each academic year prior to the year of the requested sabbatical at the Office of the Vice President for Academic Affairs (VPAA). Revisions to the applications will not be allowed after the September 15th deadline.

1. Faculty members must discuss their proposal with the dean prior to submission of the application.
2. Staff in the Office of Academic Affairs log-in and acknowledge receipt of each application.
3. Each dean will rank the sabbatical applications from her or his school and will write a letter of appraisal for all applications. The letters are due in the Academic Affairs Office no later than September 22nd.
4. The VPAA and the Sabbatical Committee review all sabbatical applications by October 1st of each academic year.
5. The VPAA and Sabbatical Committee shall together interview all sabbatical applicants on or before October 15th of each academic year.
6. Following careful review of the sabbatical proposals and interviews with the applicants, the VPAA and Sabbatical Committee members may select up to five

candidates to be recommended to the President and to the Maryville University Board of Trustees for sabbaticals to be taken during the next academic year.

7. Once the application is approved, the appropriate dean will review the sabbatical application in the context of anticipated staffing needs in the school and forward an assessment to the VPAA.
8. The VPAA takes the recommendations to the President and the Academic Affairs Committee of the Board of Trustees. The Academic Affairs Committee then submits an action item to the full Board.