ARTICLE NINE
FACULTY DEVELOPMENT

9.1 The University and the Federation recognize the importance of continued development of Faculty members, individually and collectively, in order to encourage creative teaching and to contribute to the ongoing development of the academic programs of the University.

9.2 Each full-time Faculty member will have an expense allowance of $400 per year for 2011-2012 and 2012-2013 and $500 per year for 2013-2014 and 2014-2015 for professional memberships and dues, subscriptions to professional publications, and materials and activities related to teaching. Funds will be awarded only upon presentation to the Dean of an appropriate bill, statement, or other documentation for such expenses. These funds will be available through June 30 of each year.

9.3 Furthermore, the University will establish a Faculty Development Fund of $58,000 per year for the life of the contract ($55,000 in Year One (2011-2012)). Faculty members may use these monies, individually or collectively, for travel, conferences, development of new pedagogy for instruction and other professional development activities. This Fund is in addition to the expense allowance described in Section 9.2.

9.3.1 Priority will be given to fund travel to professional events and conferences where the Faculty member will present a paper, chair a session, or take some other active professional role.

9.3.2 The Fund shall be administered by the Provost’s Office after consideration of recommendations from the Faculty Development Committee. Requests for funding shall be made in writing to the Committee in accordance with procedures developed by the Committee and the Provost’s Office.

9.3.3 The annual allocation for the Fund shall initially be divided equally between the two semesters. In the event the fall semester allocation is not completely utilized, the remaining portion shall be available for the spring semester and appropriate summer activities.

9.3.4 These funds are only available to full-time and part-time Rindge Faculty.

9.4 As provided herein, there is a total of $10,000, per each year of the contract that the University may use to reimburse permanent full-time Faculty members for tuition charges incurred for courses in their field of expertise or in a field of study that will enhance their contribution to the Curriculum. Faculty members are eligible to request such funding after a minimum of one year of full-time teaching at the University.

9.4.1 Any permanent full-time Faculty member in good standing may apply for tuition funding. Priority shall be given to Faculty formally accepted and enrolled in a degree program in his or her teaching field.
9.4.2 The University shall pay 90% of tuition charges covered by this Section up to a maximum payment of $10,000, per year, on behalf of a Faculty member covered by this Agreement.

9.4.3 For each $5,000 in tuition payments made on behalf of a Faculty member, he or she will be expected to remain employed at the University for at least one additional year after the course has been completed.

9.4.4 The Dean will administer payments for courses in keeping with the provisions of this Article.

9.4.5 A Faculty member contemplating use of the provisions of this Section in an upcoming fiscal year must inform the Dean of this in writing no later than March 1. Such notice must include information regarding the institution to be attended, the number of courses to be taken, and the probable tuition per course. Priority will be given to applicants enrolled in degree programs and the Dean will respond to all applicants by April 1.

9.4.5.1 Any uncommitted tuition funds after April 1 will be made available in the upcoming academic year for other activities covered by the purposes of the Research Support Fund.

9.4.6 Tuition payments will normally be made on a reimbursement basis contingent upon satisfactory completion of the course(s) as evidenced by presentation of a grade report and a statement of tuition charges from the institution.

9.5 A Research Support Fund will be funded at $22,000 for each year of this contract until the Fund reaches a total of $55,000. Any balance remaining in the Fund at the expiration of the current contract will be counted toward the $55,000 total for this contract. Full-time and part-time Faculty members may apply for small grants (up to $5,000) to support research projects, including assessment projects, for equipment, travel and student assistance. Additionally, full-time Faculty may use a portion of their grant to compensate the University for paying a one-course, part-time replacement Faculty member. The latter arrangement may occur only once in each two-year period. Faculty shall submit a detailed request to the Faculty Development Committee, which shall consider the request and forward its recommendation to the Dean. The Research Support Fund shall be administered by the Dean. The recipient shall provide a written report, annually, to the Dean during the grant period and a final written report to the Dean and the Faculty. Any unused monies from this Fund each year will remain in the Fund for utilization in subsequent years up to a maximum of $55,000.

9.5.1 If funding requests exceed the available money, priority for these funds will go to the Faculty members who have not used them in the previous three (3) years.
9.6 Recipients of Faculty Development funds are responsible for supplying to the University appropriate documents and receipts of expenditures covered by this funding. Failure to provide such documentation may result in prohibition for receiving future funding or declaration of the funding as income as per Internal Revenue Service regulations.

9.7 Sabbatical leaves are awarded for professional development purposes.

9.7.1 A Faculty member shall be eligible for sabbatical leave after completion of six (6) years of full-time employment at the University.

9.7.2 The semester equivalent for library faculty will be a six (6) month sabbatical leave.

9.7.3 Except as noted in Section 9.6.4 below, Faculty members are eligible for sabbatical leave for each period of twelve (12) regular semesters of teaching. Such leave may be granted for one (1) semester at full salary or two (2) semesters at half salary.

9.7.4 Sabbatical leave may be granted for one (1) semester at half salary upon the Faculty member’s completion of six (6) regular semesters of teaching from the date of completion of his/her most recent sabbatical leave.

9.7.5 Under normal circumstances a Faculty request for sabbatical leave will not be delayed more than one (1) academic year after it is approved. Should the sabbatical be delayed one (1) or more years, the Faculty member becomes eligible again after the usually required twelve (12) semesters minus the number of semesters of delay.

9.7.6 Applications for sabbatical leave shall be made in appropriate form to the Faculty Affairs Committee, and shall include a detailed statement of the professional development objectives to be achieved during the sabbatical. The Faculty Affairs Committee will make a recommendation on each application to the Provost’s Office based on the strength of the professional development objectives detailed in the applicant’s proposal. The application shall also be accompanied by a statement from the Division Chair, regarding his or her assessment of the value of the proposed sabbatical.

9.7.7 Eligibility to apply for a sabbatical does not imply that the sabbatical will be approved. Factors to be considered by the Provost’s Office regarding the approval of the sabbatical request and, if approved, the schedule on which it is to be granted shall include, but not be limited to: when the individual became eligible; the length of time since the last sabbatical; the strength of the rationale for the sabbatical; teaching needs in the applicant’s discipline; sabbatical requests from colleagues in the discipline.
9.7.8 All rights and benefits under this Agreement shall continue in force during the sabbatical leave.

9.7.9 A Faculty member who takes a sabbatical is obligated to return to the University to teach for one full academic year. Failure to do so will result in the Faculty member incurring an obligation to repay to the University an amount equal to the total cost of his/her salary during the sabbatical.

9.7.10 The sabbatical recipient is obligated to present to the Provost's Office a report describing the achievement of the objectives stated in the sabbatical application. For Faculty returning from sabbatical in the fall term, the report will be due on October 1, and for Faculty returning in the spring term, the report will be due on March 1. Failure to either submit the report or to have used the sabbatical leave to substantially achieve the stated objectives may be grounds for disciplinary action.