

ARTICLE NINE FACULTY DEVELOPMENT

- 9.1 The University and the Federation recognize the importance of enhancing the academic reputation of the University through 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 \$600 per fiscal year for the length of this Agreement. These funds will be utilized for professional memberships and dues, subscriptions to professional and field-related publications, and materials and activities related to pedagogy. Funds will be awarded only upon presentation to the Faculty member's Dean of an appropriate bill, statement, or other documentation for such expenses. These funds will be available from June 1 through May 31 of each fiscal year. Faculty shall make best efforts to submit all reimbursements within 30 days of the expenditure and by May 1. The University shall make best efforts to pay all reimbursements within 30 days of the submission of receipts. Unexpended funds will not be carried over to the next fiscal year.
- 9.3 Furthermore, the University will establish a Faculty Development Fund of \$65,340 per fiscal year for the life of the contract. Full-time Faculty members, as well as Senior Lecturers and part-time faculty members with twelve (12) years of continuous service to the University, may use these monies, individually or collectively, for travel, conferences, development of new pedagogy for instructions and other professional development activities, but not for tuition. This Fund is in addition to the expense allowance described in Section 9.2. These funds will be available from June 1 through May 31 of each fiscal year. Unexpended funds will not be carried over into the next fiscal year; however, if over 90% of the Fund is expended in any given year of the contract, the University shall increase the annual Fund amount by 10%. The University shall make best efforts to reimburse Faculty for approved expenditures from the FDC within thirty (30) days of Faculty submission of receipts to the appropriate Dean. From May 15 to August 31, Faculty may submit requests for funding from the Faculty Development Fund directly to the appropriate Dean for approval.
- 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.

- 9.4 As provided herein, the University will contribute \$10,000 to a Tuition Fund, per each fiscal year of the contract. The Fund may be used to reimburse eligible permanent full-time Faculty members, as well as Senior Lecturers and part-time faculty members for 75% of the tuition charges incurred for courses related to their contracted instructional subject or in a field of study that will enhance their contribution to the Curriculum. Full-time Faculty members are eligible to request such funding after a minimum of two years of full-time teaching at the University, Senior Lecturers are eligible to request such funding after a minimum of five years of continuous teaching at the University, and Part-time Faculty are eligible to request such funding after a minimum of twelve years of continuous teaching at the University.
- 9.4.1 Any eligible 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. At the sole discretion of the Provost or designee, priority may also be given to Faculty formally accepted and enrolled in a certificate program in his or her teaching field.
- 9.4.2 The University shall pay 75% of tuition charges for courses covered by this Section on behalf of Faculty members covered by this Agreement. No Faculty member will receive more than \$5,000 in any fiscal year.
- 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 two additional years after the course has been completed. Each faculty member will sign an authorization for deduction for reimbursement of tuition and if said faculty member does not stay employed for the required time period the tuition paid will be deducted from their final paycheck on a prorated basis.
- 9.4.4 The Faculty member's 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 their 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.
- 9.4.6 Tuition payments will 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.

- 9.4.7 Requests for reimbursement shall not be eligible for approval unless they are submitted to the Dean within thirty (30) days of receipt of grade.
- 9.5 A Research Support Fund will be funded at \$29,280 for each fiscal year of this contract. Full-time Faculty members, as well as Senior Lecturers and part-time faculty members with twelve (12) years of continuous service to the University, may apply for small grants (up to \$5,000) to support research projects, including assessment projects, related to their contracted instructional subject, for equipment other than computers, tablets, or similar devices; 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 Provost through the appropriate Dean. The Research Support Fund shall be administered by the Provost's Office. The recipient shall provide a final written report to the Faculty member's Dean and the University. These funds will be available from June 1 through May 31 of each fiscal year. If over 90% of the Fund is expended in any given year of the contract, the University shall increase the annual Fund amount by 10%.
- 9.5.1 If funding requests exceed the available money, the Faculty Development Committee shall have the authority to adjust the requested funding amount for each recommended project in order to partially fund as many meritorious projects as possible using the funding available pursuant to Article 9.5. The University shall make best efforts to reimburse Faculty for approved expenditures within thirty (30) days of Faculty submission of receipts to the appropriate Dean.
- 9.5.2 Given the shifting nature of research projects, changes in budgetary allocations of up to twelve and one half percent (12.5%) of the total allocation shall be allowable. Changes over 12.5% of total allocated in proposed budget must be approved by the appropriate Dean.
- 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.
- 9.6.1 Any full-time faculty member who receives grant or course release support through the Research Fund and who fails to make significant progress on the project as approved will not be eligible for further Research Fund support without the consent of the Provost.
- 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 9.7.4 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 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.
- 9.7.5 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 Faculty member's Dean based on the strength of the professional development objectives detailed in the applicant's proposal. Final approval for a sabbatical will be determined by the Provost.
- 9.7.6 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. The University's financial status may also be taken into consideration during periods of Institutional Financial Exigency.
- 9.7.7 All rights and benefits under this Agreement shall continue in force during the sabbatical leave.
- 9.7.8 A Faculty member who takes a sabbatical is obligated to return to the University to teach for one full academic year unless otherwise approved by the Provost. 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. Postponements of sabbaticals as requested by the Faculty member or University must be submitted to the Provost and, if approved, the duration of a postponement shall be deducted from the interval until eligible for the next sabbatical.

9.7.9 A Faculty member must substantively demonstrate, to the Provost, achievement of the proposed outcomes of the sabbatical leave through a detailed report and/or other acceptable documentation within thirty (30) days of the start of the second semester following return from sabbatical. Transcripts of any advanced study must be sent to the Provost when course work is completed.