Article 29

Professional Development Leave and Pedagogical Course Release

29.1 Professional Development Leaves are granted to TET BUFMs for planned programs of education, research, study, creative activity, travel, and other professional undertakings of importance to both the individual and the University. All Professional Development Leave proposals should advance the academic qualifications of Bargaining Unit Faculty Members and enhance their contribution to the University as teachers and scholars. Professional Development Leaves cannot be used to work toward a terminal degree.

29.2 Eligibility. To be eligible for a Professional Development Leave (PDL), a Bargaining Unit Faculty Member must be tenured and have completed seven academic years of service as a full-time tenured or tenure-eligible faculty member at Wright State University. A Member who has been granted a Professional Development Leave shall complete another seven academic years of service at Wright State University before becoming eligible for another grant of Professional Development Leave.

29.2.2 “Academic year of service,” as used in Section 29.2, is defined as at least two of three consecutive quarters in a year or both Fall and Spring semesters of an academic year, beginning with the fall term of one calendar year and ending with the spring term of the following calendar year.

29.3 Period of Leave and Compensation. The period of Professional Development Leave for the Bargaining Unit Faculty Member shall consist of one of the following:

29.3.1 If granted one semester leave, a Member will receive--

- one semester leave at 100% of annual base salary, or
- two semesters leave at 75% of annual base academic salary (81% of annual base fiscal salary).

29.3.2 If granted two semesters leave, a Member will receive two semesters at 100% of annual base salary.

29.3.4 For Members with fiscal appointments, one semester leave is equal to four and one half months.

29.4 Number of Professional Development Leaves. Each year the University shall provide opportunity for Professional Development Leave semesters up to a number equal to twenty-five percent of the eligible Bargaining Unit Faculty Members in each College, and no fewer than two semesters in each College.

29.4.2 Normally, PDL semesters are awarded in one academic year and taken in the next. Thus, a two semester PDL approved in Fall 2014 is taken Fall 2015 through Spring 2016.
29.4.3 When the approved PDL project involves an external appointment, collaboration, or other commitment that can only be accomplished if started before the next academic year or if continued into the following academic year, the University may (but is not obligated to) grant leave semesters that are before or after the normal academic year when they would be taken. Thus, a two semester PDL approved in Fall 2014 could start as early as Spring 2015 (Spring 2015 through Fall 2015) or continue as late as Fall 2016 (Spring 2016 through Fall 2016). The decision whether to approve PDL semesters at alternative times is at the sole discretion of the University.

29.4.4 When a Member is offered a prestigious fellowship or other important opportunity that is only available at a time before the Member is eligible for a PDL, the University may (but is not obligated to) offer him or her a Special Fellowship Leave (SFL). The University will supplement any funds available for salary support from this fellowship so that the member is able to have full salary and benefit support during this leave. This leave may be as short as one semester or over 1 year in length. 

29.5 Procedure for Application and Review.

29.5.1 Bargaining Unit Faculty Members seeking Professional Development Leave during the following academic year shall submit a leave proposal (5 page limit not including any supporting materials) and a current curriculum vitae to the dean by September 15 in 2017, 2018 and 2019. The supporting materials may but need not include statements of support solicited by the applicant from the Department Chair, the Department Promotion and Tenure Committee, or other appropriate sources. The proposal should specify the project planned, the expected outcomes, the semester(s) for which the leave is requested, any extramural funding expected or being solicited, and alternative plans if any anticipated funding (internal or external) is not received.

29.5.2 For each proposal, the Dean shall solicit a statement from the Chair indicating whether and how adequate coverage can be provided during the Bargaining Unit Faculty Member’s absence.

29.5.3 The Dean shall initiate a review of all applications for Professional Development Leave by a college committee composed of Bargaining Unit Faculty in that college, which shall make two recommendations to the Dean, accompanied by an explanation for both: (1) an overall evaluation of the proposal’s merits based on the criteria in Section 29.6.1 (high, medium, low, or unsatisfactory); (2) the number of semesters of PDL that should be awarded (zero, one, or two) based on the criteria in Section 29.6.2.

29.5.4 After receiving recommendations from the faculty committee, the Dean will award Professional Development Leaves using only the criteria in Section 29.6. However, the Dean may turn down a request for a PDL (or may award fewer semesters than otherwise merited) because of (1) the Chair’s statement about adequate coverage pursuant to Section 29.5.2 or (2) an insufficient number of PDL semesters allocated to the Dean’s college pursuant to Section 29.4. In the event that (1) occurs, the Dean will send a written statement to the Member, the Member’s Department Chair, and the AAUP-WSU. No Bargaining Unit Faculty Member will be denied a
Professional Development Leave in whole or in part, or an additional leave semester at reduced pay, based on unavailable coverage two years in a row.

29.5.5 A dean who has awarded all available PDL semesters pursuant to Section 29.4 may (but is not required to) request to the Provost that additional semesters be awarded in a specified priority order from any not used from the allotments in other colleges. If the Provost receives no more such requests than can be filled with available PDL semesters, then all such requests will be honored (and the Provost will so notify the Deans, who will in turn notify the applicants). Otherwise, the requests will be forwarded to a subcommittee of all Bargaining Unit Faculty Members serving on the University Promotion and Tenure Committee. This eight person subcommittee will award the available semesters on a competitive basis using only the criteria in Section 29.6, but without changing the priority order set by the deans. Thus, for example, the subcommittee will not award a PDL semester to an applicant ranked second in a dean’s priority order while denying a semester to the applicant ranked first in that same college.

29.5.6 Deans will forward to the Provost copies of all proposals received, the recommendation from the faculty committee for each, and correspondence sent to applicants awarding or denying PDL semesters.

29.6 Criteria for granting Professional Development Leaves.

29.6.1 All recommendations and decisions regarding the merits of PDL proposals must be based upon the following criteria.

1. Value (or importance, or prestige) and scope of the anticipated outcome(s) as a scholarly product or to meet specific teaching or service needs of the department or college.

2. Documented preparation for the proposed project(s).

3. Applicant’s productivity (quality and quantity of teaching, scholarship and service), as reflected in the submitted curriculum vitae, proposal, and supporting documents. This productivity does not have to be in the same area as the PDL project, and credible proposals which would enable applicants to revitalize their scholarship deserve full consideration.

4. Anticipated outcomes and demonstrated results from past PDL(s).

If two or more proposals are found to be of equal merit, then preference shall be given to the Member(s) who has never taken Professional Development Leave at the University. If two or more applying Members have previously taken such leave, then preference shall be given to the Member(s) with the longer(est) period of University service since he or she last received such leave. If two or more applying Members have never taken such leave at the University, then preference shall be given to the Member(s) with the longer(est) period of University service as a tenured faculty member.

29.6.2 All recommendations and decisions regarding the number of semesters of PDL to be awarded should take into account not only the merits of a proposal based on the criteria above,
but also the length of time that the proposed work should take. Thus, for example, a proposal may be rated very highly on all the criteria 1-4 above but entail work that should only require one semester to complete, in which case awarding a one-semester PDL would be appropriate. 29.7 College bylaws may provide further clarification of procedures for evaluation and transmittal of PDL proposals pursuant to Sections 29.5 and 29.6.

29.8 Except as set forth in Section 29.3, a Member’s base salary and benefits shall not be increased or decreased due to a Professional Development Leave. Wright State University will provide base salary and benefits pursuant to the CBA, minus pay and benefits received from other sources. However, funds received from other sources that are used to offset additional travel, living and professional expenses directly associated with the PDL will not reduce the Member’s salary paid by Wright State University. Eligibility for salary increases and promotion are also continued. A Bargaining Unit Faculty Member on leave shall not be required to participate in University activities and is normally not eligible to receive a stipend or overload pay. The provisions of Article 22 apply to Members on PDL, with “Outside Employment” referring to professional activities that are not directly associated with the PDL assignment. Income earned from such employment will not reduce the Member’s salary paid by Wright State University.

29.9 By the end of the first academic semester following their return from a Professional Development Leave, Bargaining Unit Faculty Members are required to submit a report of their activities to the college dean and to the university president.

29.10 Upon termination of a Professional Development Leave, Bargaining Unit Faculty Members are expected to serve the University for a minimum of one academic year.

29.11 Pedagogical Development Course Release

29.11.1 Pedagogical Development Course Releases support Members who wish to engage in course redesign using innovative pedagogies to enhance student learning and involve students in active learning or enhance their professional credentials, to expand the department’s teaching flexibility. Proposals should demonstrate how they will enhance the contribution of the individual as a teacher.

29.11.2 Eligibility: To be eligible for a Pedagogical Development Course Release, a Member must have completed seven academic years of service as a full-time faculty member at Wright State University with at least two years in a continuing faculty appointment.

29.11.3 Proposals can request either 1 or 2 course releases and release from all service responsibilities for one semester, based on the amount of work being proposed.

29.11.4 Beginning in the 2015-2016 academic year, the University will provide ten course releases per academic year.

29.11.5 Procedure for Application and Review.
29.11.5.1 NTE Members seeking a Pedagogical Development Course Release(s) during the following academic year shall submit to the Dean by October 15 a leave proposal (5 page limit not including any supporting materials) and a current curriculum vitae. The proposal should address the following points:

- Description of the proposed project
- Statement of purpose of the proposed project emphasizing expected impact on student learning
- Core Element learning outcomes and innovation(s) to be addressed, as appropriate
- Assessment plan including direct and indirect measures of student learning and strategies for acting upon the findings and communicating the results to faculty
- The semester(s) for which the course release(s) and service release is requested
- For previous recipients of a Pedagogical Course Release, a one-page summary of the outcomes from the previous award must be included

29.11.5.2 For each proposal, the Department Chair will provide a statement describing the potential value of the project outcome and the semester(s) when the Department can provide coverage for the Member’s course release(s) and service release.

29.11.5.3 For each proposal, the Dean will write a brief statement that supports the proposal or explains the reason(s) for not supporting the proposal. If there are two or more proposals in the college, the Dean will rank them in priority order.

29.11.5.4 Each Dean will forward all proposals, including the Chair and Dean statements, to a seven member committee: four committee members from four different colleges will be elected by the Bargaining Unit Faculty through an election conducted during Fall Semester by the AAUP-WSU, and three committee members will be Department Chairs or Associate Deans selected by the University from the remaining three colleges. This committee will award the available course releases on a competitive basis using only the criteria in Sections 29.11.6-29.11.6.2, but without changing the priority order set by the deans. Thus, for example, the committee will not award a course release(s) to an applicant ranked second in a dean’s priority order while denying a release(s) to the applicant ranked first in that same college.

29.11.6 All recommendations and decisions regarding the merits of course release proposals must be based upon the following criteria.

- Value of the anticipated outcome(s) to the needs of the department or college
- Documented preparation for the proposed project(s)
- Applicant’s quality of teaching and service as reflected in the submitted curriculum vitae and proposal, and
- If applicable, demonstrated results from past Pedagogical Development Course Releases.

29.11.6.1 If two or more proposals are found to be of equal merit, then preference shall be given to the Member(s) who has never received a Pedagogical Development Course Release at the University. If two or more applying Members have previously taken such leave, then preference
shall be given to the Member(s) with the longer(est) period of University service since he or she last received such leave. If two or more applying Members have never taken such leave at the University, then preference shall be given to the Member(s) with the longer(est) period of University service as a tenured faculty member.

29.11.6.2 All recommendations and decisions regarding the number of course releases to be awarded should take into account not only the merits of a proposal based on the criteria above, but also the length of time that the proposed work should take. Thus, for example, a proposal may be rated very highly on all the criteria 1-4 above but entail work that should only require one course release to complete, in which case awarding a single course release would be appropriate.