Article 29-TET
Professional Development Leave
For Tenured Bargaining Unit Faculty
University, January 17, 2018

29.1 Professional Development Leaves are granted 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. Members may apply in their seventh year of service for a PDL in the following year. 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.

29.2.1 Department Chairs who meet the requirements for eligibility set forth in Section 29.2 and who will become Bargaining Unit Faculty Members within twelve months from the time of their application are eligible to apply for PDLs and will be considered in the process and by the criteria set forth below.

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.

29.2.3 Tenured faculty who meet the requirements for eligibility set forth in Section 29.2 and who return to the bargaining unit after serving five or more years in an administrative position may, at the University’s discretion, be offered a year of transition, with little or no teaching, in order to re-establish their research and to prepare for expanded teaching assignments. Returning Members are not obligated to accept such assignments. Such transition years, when taken, are considered to be the same as PDLs pursuant to Section 29.2 but will not diminish the number of PDLs available pursuant to Section 29.4.

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-two percent of the eligible Bargaining Unit Faculty Members in each College, and no fewer than two semesters in each College.

29.4.1 When one or more PDL semester(s) are awarded to a department chair who applies pursuant to Section 29.2.1, the University will add that number of PDL semesters to the total, and they will be awarded by the subcommittee as described in Section 29.5.5.

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.

29.4.3-2 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.

29.4.4-3 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) for one or more years. This special leave is treated as though it were a PDL regarding salary and benefits, and the Member’s eligibility for a subsequent PDL is adjusted to preserve the cycle of eligibility set forth in Section 29.2. Thus, if six years were completed between the last PDL and the last year of a SFL, then the Member must complete eight more years of service after the SFL is taken before being eligible for another PDL.

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 October 15, 2014 and by September 15 in 2015 and 2016. 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.

29.5.4.1 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.

29.5.4.2 When the Dean agrees with the faculty committee that a proposal denied based on unavailable coverage was “high” in merit pursuant to Section 29.5.3, then that Member will automatically be awarded a PDL from the Dean’s available semesters when he or she submits essentially the same proposal for the following year.

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, with the exception of a Member representing the Boonshoft School of Medicine. 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 conclusion of a Professional Development Leave, Bargaining Unit Faculty Members are expected required to (a) serve the University for a minimum of one academic year or (b) reimburse the University the salary it paid to the Member during the PDL.