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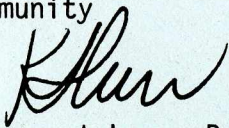
Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 10, No. 7
October 31, 1977

MEMO TO: The University Community

FROM: Kenneth A. Shaw



SUBJECT: Professional Development Leave Policy; Guidelines and Procedures

This policy, approved by the Board of Trustees on September 8, 1977, is designed to meet needs of faculty and administrative staff which are not accommodated under existing sabbatical leave policy and practice. Consistent with requirements of the new policy, which authorizes leave with pay, each University and the Board Office is charged with the responsibility of developing its own guidelines for implementation. Accordingly, the following procedural guidelines shall apply to the implementation of the professional development leave policy at SIUE.

1. Professional development leaves shall not be granted for purposes traditionally associated with the faculty sabbatical leaves, i.e., those related to scholarly accomplishment and contribution to knowledge within disciplines or fields of study. By contrast they shall be directed to: enhancement of the effectiveness of the educational processes of the University; improvement of the professional performance of employees in carrying out assigned responsibilities; and, retraining and reorienting employees for new roles within the University.

2. The duration of a professional development leave shall be governed by the requirements of the proposed activity, but shall not exceed one calendar year. Normally, a leave shall not be granted for a period of less than one academic quarter.

3. It shall be understood that the work of a person who is granted professional development leave shall, during the period of the leave, be absorbed by the unit to which he/she is assigned.

4. An application for professional development leave shall present a precise description of the purpose of the leave; the activities to be pursued; and, the nature of anticipated additional financial assistance outside the University, if any. It shall also include a statement that the applicant recognizes an obligation to return to the University for a period of service at least equal to the leave, if granted.

5. The application and supporting materials, if any, shall be submitted to the immediate administrative supervisor of the applicant, i.e., to the chairperson, director, or dean, or, in the case of administrative staff personnel, to the comparable administrative officer.

6. At each administrative level, the application shall be reviewed and then passed on through channels to the next appropriate office until it reaches the Vice President concerned. At each level, the appropriate administrative officer shall append a statement of approval or disapproval together with reasons for such determination, and shall notify the applicant of the action taken. The Vice President concerned shall notify the applicant of the final decision.

7. If approval is granted, the department or other unit to which the applicant is assigned shall initiate the necessary change of assignment which shall be processed through regular channels for incorporation in the usual reporting process to the Board of Trustees.

8. The recipient of a professional development leave shall, at the conclusion of such leave, and in no case later than six months following completion, submit a written report through channels to the Vice President concerned summarizing activities undertaken during the leave and consequent accomplishments.