





MEMORANDUM

TO: Academic Deans, Directors and Department Heads

FROM: Joseph J. Fedock 
Interim Provost and Vice President for Academic Affairs

Thomas J. McCoy 
Vice President for Research, Creativity and Technology Transfer

DATE: September 23, 2009

RE: Faculty Short-term Professional Development Leave Program

Several years ago, we announced the implementation of a new professional development opportunity for all faculty. The goal of the Short-term Professional Development Leave Program is to provide funding for short-term (one-week to two months) professional development activities for faculty. In response to the positive feedback for this type of program, we are continuing this initiative in AY09/10. The attached summary provides details and application procedures.

Please note that faculty should submit proposals to their department head, who will then forward them to the Dean. The Dean will forward to the Provost a prioritized list of faculty proposals for the entire college.

If you have additional questions, please contact Pat Chansley (chansley@montana.edu, or extension 4373) in the Provost's Office.

Enclosure

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and Vice President
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Faculty Short-term Professional Development Leave Program September 2009

Several years ago, MSU-Bozeman implemented a new initiative for faculty professional development: the Faculty Short-term Professional Development Leave Program. This program is in addition to the sabbatical leave, BEST, and Scholarship & Creativity Award programs. This program is jointly funded by the Provost and the Vice President for Research, Creativity, and Technology Transfer. The intent is to provide funding for short-term (one week to two months) professional development activities for faculty, as explained below.

Scope. This program is intended to support short-term professional development activities by faculty to enhance their capabilities for scholarship, teaching, and outreach. Such activities may include, but are not limited to: travel to access specialized or unique resources (e.g. library special collections); attendance at workshops or programs (e.g. on pedagogical innovations or on research techniques); and visits to other laboratories or institutions for the purposes of acquiring new expertise or critical background knowledge. This program is not intended to provide support for attendance at regularly scheduled discipline-based professional meetings. Faculty who receive an award under this program will be required to arrange their short-term leave so that they can continue to meet their teaching and service responsibilities. No funding for course buy-outs will be provided from this program.

Process. Faculty must submit a proposal for a short-term professional development leave to their department head or associate dean (for College of Business faculty) or campus director (for College of Nursing faculty). The proposal should include a brief (one-page) overview that clearly describes the benefits to be gained from the proposed activities and provides a rationale for such a leave based on the faculty member's professional development goals. In addition, a budget summary and a current vita should be included. To be considered further the proposal must be endorsed by the department head or associate dean; if more than one proposal is approved by an academic unit the appropriate administrator must prioritize the requests. All requests from a college or other academic unit must be reviewed, endorsed, and prioritized by the dean or other appropriate unit administrator. The recommendations and priorities at both the department and college level will be forwarded to the Provost's Office. In submitting prioritized recommendations to the Provost, the Dean will include the proposal overview, the budget summary and a current vita for each faculty member. Funding decisions will be made by the Provost and Vice President for Research.

Budget. Funds from this program may be used to support registration costs, travel, and subsistence. *Funds may not be used for salary or for "buy-out" expenses.* The maximum award will be \$5,000.

Timeline. Funds for AY09/10 will be distributed in two rounds. **For consideration in round one, proposals must be submitted to the Provost's Office by 5 p.m., October 23.** Decisions will be announced in early November. We anticipate a second call for proposals in January 2010.