

Faculty Short-term Professional Development Leave Program September 13, 2004

In AY03/04, 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 AY04/05 will be distributed in two rounds. **Round one proposals must be submitted to the Provost's Office by 5 p.m., October 1, 2004.** Decisions will be announced in mid-October. We anticipate a second call for proposals in January 2005.