



Holy Spirit University of Kaslik

Full-time Professional Development Leave Policy

2021

Article 1. Purpose and Objectives

The purpose of Professional Development Leave (PDL) is to make it possible for members of the Full-time Faculty to take time off from normal academic duties for scholarly research and study. The use of Professional Development Leave must demonstrate the faculty commitment and contribution to the University research policy and teaching development.

Article 2. Duration and Compensation

The plan for Professional Development Leave is based on the normal expectation of a one term (up to 6 months including one academic term calendar only) leave. Faculty is therefore exempted for a one academic term teaching duties. Period extension for no more than additional six months can be authorized by the President in special and limited cases.

Faculty will receive full basic salary for the first six months and half retribution for the remaining Professional Development Leave period. Missions' retribution supplement(s) will be normally suspended during Professional Development Leave period. Faculty cannot claim the retribution of summer and extra teaching hours within the year of Professional Development Leave.

University contributions normally made to Faculty insurance programs and any other benefit programs shall be continued during the Professional Development Leave.

The Professional Development Leave retribution policy is made to encourage Full-time Faculty apply for external funding and scholarship.

Article 3. Eligibility

Eligible Full-time Faculty members for Professional Development Leave should have at least the rank of Assistant Professor, have a minimum six years of full-time service and be engaged in research activities. Years of service beyond the six-year requirement cannot be counted toward qualification for subsequent PDLs.

A Full-time Faculty member is not eligible to apply for Professional Development Leave if he/she is subject to processes relating to unsatisfactory conduct, unsatisfactory performance, or misconduct or serious misconduct as prescribed by USEK Faculty Bylaws.

Article 4. Application

Faculty members must submit a formal proposal for Professional Development Leave at least 6 months in advance to the suggested leave date.

The proposal should describe:



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- 1) a synopsis of the PDL project,
- 2) projected activities and expected outcomes,
- 3) timetable for accomplishing outcomes,
- 4) expected location(s) of activities or institution(s) where the project will be carried, names of colleagues, if any, with who it will be conducted,
- 5) Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions or agencies,
- 6) any foreseeable contingencies,
- 7) grant proposals and awards that are helping to secure needed resources, and
- 8) additional sources and amount of financial support needed for the sabbatical project, if any.

Article 5. Selection

Each academic dean is charged with the responsibility of recommending applications with the school for the purpose of selecting the strongest applications to forward to the Office of the Provost. The Provost will make a recommendation to the President for approval or denial.

The PDL is subject to agreement signed by the Faculty member and the President (See attached template in Appendix 1).

Article 6. PDL Reports

Within thirty days subsequent to the Professional Development Leave, the PDL recipient has to submit a final report to the Office of the Provost to include a summary of activities as they related to the PDL's stated goals, an evaluation of the benefits expected to accrue to the faculty PDL participant and others (colleagues, department, students, University, for example), reflections on what was learned during the PDL, and a statement of future activity related to the project. A Committee, designated by the President, may be requested to offer feedback to the beneficiary and forward the report and its feedback to the President.

Article 7. Payback terms:

The Professional Development Leave shall be granted by the University and accepted by the recipient with the understanding that immediately following the leave, the recipient will return to active University service for a period at least equal to the period of leave. If this does not occur, and it's at the faculty's initiative, the faculty will normally be required to repay both the salary paid to him/her during the Professional Development Leave, on a pro-rata basis.

Article 8. Approval Process



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Faculty Member Requests Academic Leave => Dean Reviews/ Recommends Approval of Leave => Provost Reviews/ Recommends Approval of Leave => President makes Final Decision

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| Approved by the Academic & Research Council | Date | <i>October 20, 2021</i> |
| Approved by the Board of Trustees | Date | <i>April 29, 2022</i> |