

# **LEAVES FOR PROFESSIONAL ADVANCEMENT FOR THE BENEFIT OF THE COLLEGE**

## **Description**

Leaves for professional advancement may be made available each year to members of the faculty and non-teaching professionals. The objective of such leave is to increase each person's value to the College in relation to the annual College goals and thereby improve and enrich its program.

## **Eligibility**

Members of the faculty/non-teaching faculty who have previously completed at least six years of service within the College, or who, if they previously have had a leave, have completed at least six years of service within the College from the date of return are eligible for leave for professional advancement.

## **Nature of the Award**

Leaves are granted for study, formal education, research, writing or other experiences of professional value. Leaves for professional advancement may be granted for period of one year at rates not to exceed one-half salary or for periods of one-half year at rates not to exceed full salary.

## **Deadline:**

Applications must be submitted by 5 p.m. Friday, March 20th, 2009.

Applicants must submit nine (9) copies of their application package to the committee Chair. (2009 Chair – Carmen Powers; 5-214). Additional copies should be made available to department Chairs, Deans, and appropriate Vice-Presidents.

Applicants will also have the opportunity to meet with the Committee and to make a brief presentation regarding their proposal. See application requirements for detail.

Questions regarding the application process may be directed to Carmen Powers, ext. 3367, Chair of the Professional Development Committee or Faculty Senate Office, ext. 3381.

## **Award Criteria**

- Qualifications:** Is the applicant qualified to pursue the stated purpose of the leave proposal?
- Does the applicant meet the eligibility requirements as outlined in the faculty contract?
- Does the applicant meet the timeline eligibility?
- Benefit to College:** Is the proposal appropriate for MCC? How does it support strategic goals and priorities?
- Is there written evidence of support for the proposal from College administration (e.g. department chairperson, dean)?
- Personal Benefit:** Will the proposal provide additional credentials in the applicant's field or a closely related field?
- Will the proposal allow the applicant to remain current in his/her field or a related field?
- If applicable, is the proposal designed to allow the applicant to work with state of the art equipment?
- Clarity:** Are the proposal's goals and expected outcomes clearly stated and supported?
- Does the proposal include a timeline with specific outcomes and measurements?
- Feasibility:** Is the proposal realistic in terms of the time frame, funds, and resources indicated?
- If applicable, are there letters of support/commitment from outside or external constituencies that highlight and quantitatively define the commitment to the college in equipment dollars, students or potential students?
- Preparation:** Does the proposal's completion necessitate time away from full-time work at the College?

## Application Requirements

To be considered applications must be submitted on or before 5:00 p.m. Friday, March 20, 2009, and must include the following:

- A statement which outlines the program that the applicant intends to follow while on leave. **The statement must respond to each of the award criteria as stated on Page 2.** Applications that fail to address all of the award criteria will be considered incomplete, will not be considered for recommendation and will be returned to the applicant. Any expected supplementary income should be identified. A clear indication that the applicant intends to continue as a member of the faculty for at least one year of service upon return from the leave is required as well.
- A commitment to submit a comprehensive “Leave for Professional Advancement Report.” This report should be presented to the President of the College and the Chair of the Faculty Senate Professional Development Committee within three months from the date of return from the leave.
- A completed Application Form (see Page 4) and 12 copies of all materials. Distribute one copy each to your Department Chairperson, your Division Dean and to the appropriate Vice-President. The remaining 9 copies should be submitted to Carmen Powers, Chair of the Professional Development Committee.

After candidates submit a complete application, the Chair of the Professional Development Committee will provide an opportunity for an applicant to meet on March 31<sup>st</sup> with the Committee to clarify any questions about his or her proposal.

Each candidate will have a total of 15 minutes to meet with the committee. Ten of those minutes may be used for a presentation reviewing the following:

- Brief review of what applicant wishes to do and accomplish during the leave
- Any preparatory work done by the applicant in advance of the leave
- Anticipated outcomes of the leave that will benefit the college
- How the applicant will measure/evaluate the benefit of the outcomes of the leave

Please contact Carmen Powers at [cpowers@monroecc.edu](mailto:cpowers@monroecc.edu) to set up an appointment . This may be done prior to full package submission.

**Application Form**

**LEAVE FOR PROFESSIONAL ADVANCEMENT  
FOR THE BENEFIT OF THE COLLEGE  
Fall 2009 – Spring 2010**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
DIVISION \_\_\_\_\_

I hereby request a Professional Leave for the Advancement for one of the following:

- \_\_\_\_\_ Fall Semester 2009
- \_\_\_\_\_ Spring Semester 2010
- \_\_\_\_\_ Fall Semester 2009 and Spring Semester 2010

I agree to take my leave within the period indicated above.

I affirm that I meet the eligibility requirements for Professional Advancement Leave as stated: “Members of the faculty have continuing appointments, who have completed at least 6 years of service within the College or who, if they have had a Leave for Professional Advancement and have completed at least 6 years of service within the College from the date of return from their last Leave, shall be eligible for Leave for Professional Advancement.”

I expect to receive remuneration in the form of a Fellowship, Grant-in-Aid, or Earned Income during the period of requested Leave:

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “Yes”, I agree to conform to ARTICLE 13, SECTION D, of the Contractual Agreement.

I agree to continue as a member of the faculty of Monroe Community College for at least one year upon returning from the requested Leave.

I shall submit a comprehensive report on my Leave for Professional Advancement to the President of Monroe Community College and to the Chair of the Faculty Senate Professional Development Committee. This report will be presented within three months of my return.

SIGNATURE \_\_\_\_\_