

Shawnee State University

AREA:	FACULTY PERSONNEL	POLICY NO.	2.04REV
		ADMIN. CODE:	3362-2-05
		PAGE NO.	1 OF 4
		EFFECTIVE DATE:	4-13-07
SUBJECT:	FACULTY DEVELOPMENT PROGRAM: TUITION REIMBURSEMENT AND PAID LEAVES	RECOMMENDED BY:	UFS
		APPROVED BY:	BOT

1.0 General Guidelines

1.1 Scope of BOT Policy 2.04:

The primary purpose of the BOT Faculty Development Program 2.04 is to advance the academic competence of faculty members while enhancing their contribution to the University as teachers and scholars. Eligible faculty members may take advantage of three options:

Tuition or Fee Reimbursement Without Reduced Work Load
Tuition or Fee Reimbursement With Reduced Work Load,
Faculty Leave with Pay for Education, Research, or Creative Activities.

1.1.2 Courses may be regular college courses, advanced workshops, or institutes not otherwise funded under the separate Faculty Enrichment Program.

1.1.3 Exclusions

Proposals for faculty development designed to address long-term institutional priorities or targeted tuition reimbursement or training for approved, program initiatives will not ordinarily be covered under Policy 2.04, but may be funded in other ways.

1.1.3.1. Faculty may not apply for the same educational opportunity under both BOT 2.04 and the Faculty Enrichment Program during the same year.

1.1.3.2. If the faculty member is covered by grants or funding from outside sources, reimbursement will be made only for that portion of the tuition and fees that exceed the amount of such assistance.

1.1.3.3. Tuition and fees during paid leave will not ordinarily be reimbursed under Board Policy 2.04. In other words, one may apply for tuition and fee reimbursement or paid leave, but not both during the same year.

1.1.4 Eligibility

- 1.1.4.1. For proposals involving the taking of courses, the applicant must have been employed as a full-time faculty member at Shawnee State University for no fewer than three years.
- 1.1.4.2. For proposals involving paid leave for research or creative activities, the applicant must have been a full-time faculty member for seven years and be otherwise eligible according to provisions of Ohio Revised Code 3345.28.

2.0 Application Process

- 2.1. Applicants shall submit a proposal, relevant documentation, and an application form (available from the Provost's Office) for the review and signature of the department chair and dean. The chair and dean may each include a statement of support or opposition on the application form but will not prevent the application from going forward. The applicant shall personally deliver this packet of processed materials to UFS Faculty Affairs and Development Committee chair no later than April 15.
- 2.2. The available funds for tuition and fees will be competitively awarded. By May 15 annually the Faculty Affairs and Development Committee will forward a prioritized recommendation to the Provost who will determine awards, including partial funding.
- 2.3. The proposal should include a detailed description of the research, creative activity, or coursework in which the faculty member will participate.
- 2.4. The proposal should include a rationale describing the benefits to Shawnee State University and to the faculty member's professional development of the proposed activity.
- 2.5. If the proposal includes a request for reduced workload, the Chair or Dean, as appropriate, should include a statement of workload reduction costs and a plan for staffing the classes not being taught by the faculty member.

3.0 Criteria for Selection

- 3.1. Proposal demonstrates that the purpose of the course or series of courses will be to expand the faculty member's knowledge base in an area specifically needed by his or her department.
- 3.2. Proposal demonstrates that the purpose of the course or series of course will be to develop or enhance area(s) of competence expressly identified as needs within approved curriculum, program, or institutional initiative.

- 3.3 Proposal demonstrates that the purpose of the course or series of courses will be to update or refresh knowledge or skills in the area of the faculty member's expertise and/or area of primary teaching responsibility.
- 3.4 Consideration will be given to the potential contribution of the faculty member to the University as a result of the faculty development activity.
- 3.5 Consideration will be given to the past performance of the faculty member in his/her teaching assignment and graduate work.
- 3.6 Consideration will be given to the ability of the academic unit to arrange for alternate course staffing or to absorb the work during the period of professional development leave.
- 3.7 Consideration will be given to the specific credentialing needs of the division and/or institution.
- 3.8 Consideration will be given to the total funds available in a given year.

4.0 Faculty Leave with Pay

Leaves may be granted to faculty under full time contracts with seven or more academic years of full time-time experience at Shawnee State University. To be eligible again, a faculty member must complete another seven years of academic teaching service at Shawnee State University.

- 4.1 Two Faculty Leave-with-Pay plans are available:
 - 4.1.1 Plan I supports the faculty member for one semester at one hundred percent of salary.
 - 4.1.2. Plan II supports the faculty member for two semesters at sixty-six and two-thirds percent salary.
- 4.2 The salary will be determined from a calculated two semester academic year base. For example a faculty member with a \$60,000 salary would be compensated as follows:
 - \$60,000 if given 1 semester leave (\$30,000 + 100% of \$30,000)
 - \$40,000 if given 2 semester leave (66 2/3% of \$60,000)
- 4.3 No faculty member, by virtue of being on professional leave, shall suffer a reduction or termination of his/her regular employee retirement or insurance benefits or of any other benefit or privilege he/she receives as a faculty member at Shawnee State University. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during the period of faculty leave, the faculty member shall be given a chance to have the benefit increased to its normal level, in accordance with rules adopted by the Board of Trustees or the managing authority. No faculty member, by virtue of being on paid professional

leave under this program, shall suffer an interruption in continuous employment status.

- 4.4 All requests for paid leave that demonstrate the potential of improving the faculty member's knowledge or ability will be considered. In all cases, final determination of eligibility, allocations, and awards of leave will be made by the President.
- 4.5 Upon completion of a faculty leave, recipients are expected to serve the University one semester during the regular academic year for every semester on leave. The service shall begin with the academic year semester immediately following the leave. An individual who elects not to return for the ensuing semesters(s) shall be required to refund the University an amount equal to the compensation received during the period of faculty leave.
- 4.6 No faculty leave shall be granted that requires a compensating addition to the permanent faculty of the University.
- 4.7 All provisions of the Ohio Revised Code 3345.28 will be adhered to in implementing this policy.

5.0 Reporting

- 5.1 Terms of the leave will be clearly stated in a letter from the University President to the faculty member.
- 5.2 Within three months after returning from a paid leave, the faculty member must submit to the President a report indicating the attainment of the faculty member under the Faculty Development Program.
- 5.3 Following completion of course/workshop/institute, reimbursement will be made to the individual upon submission of:
 - 5.3.1 An institutional fee statement
 - 5.3.2 Documentation of successful course completion

Replaces Policy 2.04Rev, dated 12-10-04; Revised 4-13-07.