

## **SELECTION AND ADMINISTRATION OF FACULTY DEVELOPMENT LEAVE GRANT**

The Board of Trustees of Temple College has authorized that one annual Faculty Development Leave Grant be awarded in the amount of one-half the salary of the recipient. The salary distribution, according to the option of the recipient, shall be full salary for one semester (based on a nine month contract) or one-half salary for the full contract year in which the grant is awarded. The following policy shall govern the selection of the recipient and the administration of this program in accordance with law, which shall pertain.

The Faculty Development Leave Grant shall not relate, in any manner, to the established leaves of absence without compensation.

### **I. ELIGIBILITY**

To be eligible to make application for the Faculty Development Leave Grant, an individual must meet the following requirements:

- A. Be a full-time faculty member who has been granted tenure by the College.
- B. Agree in writing (to accompany his application) to return to Temple College for the contract year following the year for which the Grant is awarded. If the recipient does not return, he/she is bound to return the entire grant to Temple College.
- C. Submit with his/her application a recommendation from the applicant's Department Chair; or in the case of a Department Chair, the Division Director.
- D. State in writing the purpose for which the grant application is made. Purposes for which a Grant may be made shall include the following:
  1. A precisely planned program of study, which relates to the applicant's professional development.
  2. Course work leading to an advanced degree in the applicant's current teaching area. If the application for the Grant is in another area of study, this must be approved by the Selection Committee and the Vice President of Educational Services.
  3. Research in his or her immediate area.
  4. Writing for publication in his or her immediate discipline.
  5. The development of curriculum or material, which would benefit the College.
- E. Must not have been selected as a recipient of the FDLG during the previous seven-year period. No one individual may receive the FDLG more than three times.

### **II. SELECTION**

The procedures to be followed in the selection of an individual as a recipient nominee of the Faculty Development Leave Grant are to be as follows:

- A. A five member FDLG Committee shall be selected by the Faculty Council each spring prior to the school year in which the Grant is to be awarded.
  - 1. The Faculty Council President shall choose one of the members of the Committee to serve as chair.
  - 2. This committee shall be responsible for setting the application dates, providing application guidelines, accepting the applications, and making a selection of the individual recipient nominee to be recommended to the Vice President of Educational Services.
- B. The Vice President of Educational Services shall convey the recommendation of the selection committee to the President, together with his/her response to that recommendation.
- C. The President shall forward the Committee's recommendation and make his/her recommendation to the Board of Trustees, which shall have final authority for the selection of the FDLG recipient.
- D. Taking of applications for the Grant shall be completed by February 1 of each year, and the selection process shall be completed on or before March 1 of each year.

### III. CRITERIA FOR SELECTION

Criteria which the selection committee shall use in the nomination of a recipient for the Grant shall include the following:

- A. High priority shall be given to proposed programs, which hold the greatest potential for the applicant and for Temple College.
- B. Length of service to Temple College.
- C. Residency requirements for individual's pursuing a higher degree.
- D. Whether, or extent to which, the work proposed is a part of an organized plan designed to reach a specified standard of academic or technical excellence.

### IV. OTHER CONSIDERATIONS

- A. The following fringe benefits included in the recipient's contract shall apply during the Faculty Development Leave Grant year except where it is precluded by law or provisions within insurance programs or where mutually agreed to the contrary.
  - 1. All benefits and responsibilities of the tenure policy.
  - 2. Health and life insurance program benefits.
  - 3. State and/or Optional Retirement Programs.
- B. Compensation shall be on a regular monthly basis, contingent upon satisfactory participation in the approved program, unless exceptions are made by the President of the College.

- C. In the event that the recipient fails to complete the prescribed program or fails to complete the courses satisfactorily, he shall be obligated to return the portion of the grant, which has been expended.
- D. The recipient shall, upon his return to Temple College, be assured of his previous position or one, which is mutually satisfactory to both the College and the recipient for the year immediately following the Grant year.
- E. In the event that the committee concludes that it cannot justify a selection, it will make a recommendation of "no selection."
- F. In conducting the duties prescribed to it by this policy, the recommendation of the selection committee shall be final.

## V. APPLICATION FORMAT

The application form shall include the following criteria:

- A. Brief statement of benefits to Temple College which will accrue as a result of the Leave Grant.
- B. Detailed description of program to be pursued (including evidence of admission to Graduate School if the program is academic; or acceptance in a specialized program, etc.).
- C. Usual information contained in application forms.
- D. Official transcripts of all previous college preparation.
- E. Educational preparation summary including years of attendance, degrees granted, special work completed (institution).
- F. History of employment experience (including description of duties, responsibilities, and accomplishments).
- G. Professional activities and affiliations (during past 10 years).
- H. Honors or awards received.
- I. Professional interests.
- J. Three professional recommendations (including the one in section I, Item C), which specifically address the merits of the proposal.