

## Summary Procedures for Applying for Development Leave

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The procedures below follow Chancellor's Memorandum #100 (dated 4/1/01) and the Bloch School Procedures for Applying for Leaves of Absence (dated 12/2/99). The Chancellor's Memorandum merges Sabbatical Leave, Research Leave, and Developmental Leave procedures under a single, common heading of Development Leave. While there is no maximum quantity of leaves that can be awarded each year, the number is limited both by budgetary constraints and by the need to maintain high quality classroom instruction.

According to UMKC guidelines, "a development leave is intended for the mutual benefit of the University and the faculty or staff member granted a leave. The purpose of the leave is to free faculty from their normal University duties to pursue their scholarly interests full-time and maintain their professional standing so that they may return to the University with renewed vigor, perspectives, and insights . . . a Development leave may also be used to expand or acquire new qualifications or skills; or to contribute to academic unit plans to improve or refocus instructional, research or service activities."

"Each request for leave must include a detailed plan describing the purpose, objective, and any scholarly/research activities for the leave. Requesting a leave, including the detailed plan, does not imply automatic approval . . . The plan should indicate how the goals and objectives of the leave will enhance the interests and eventual contributions of the faculty member to his/her role in the School or University . . . The granting of a leave must depend on the unit's capacity to maintain necessary teaching schedules and advising responsibilities either by reallocation of work among other faculty members or, in some cases with justification, through temporary replacements. It should not create undue hardships for other faculty members and should not limit course offerings. The leave must also support and contribute to the mission and plans of the academic unit."

"UMKC service for six years is required before a development leave will be considered. A service period of three years is required between leaves. Faculty must return to the university for at least one year on conclusion of the leave or reimburse the university for salary and benefits provided during the leave period." [Note: This means that faculty may apply during the sixth year for a developmental leave in the seventh.]

### Application Procedures:

1. For Developmental Leave requests for Fall 2009 and/or Spring 2010, by Friday, December 5, the faculty member should submit (i) an original University of Missouri Request for Leave of Absence Form (obtainable from Bloch Business Office), (ii) a current curriculum vitae, and (iii) a detailed proposal outlining activities to be conducted during the leave to his/her department chair. Proposals may relate to professional growth, disciplinary research, a research project dealing with the effectiveness of various instructional methods, or teaching development.
2. The department chair will review the justification for the leave and the department's ability to cover the applicant's classes. If the review is positive the chair signs the form,

- provides a letter of support to the dean and forwards all documentation to the dean's office by January 9.
3. The Associate Dean for Academic Affairs will meet with the Research and Awards Committee during the month of February to review the applications. The Research and Awards Committee will evaluate the proposals with respect to quality of the proposal, including, but not limited to, consideration of the following factors and provide a ranking of proposals, along with any narrative comments desired:
    - (a) Time since last leave
    - (b) Significance and feasibility of the project
    - (c) As per university guidelines, external fellowship or grant support
    - (d) Contribution of proposal to individual faculty member development
    - (e) Contribution of proposal to Bloch School mission and strategic plan, including the likelihood of making long term contributions to the School
    - (f) Contribution of proposal to extending disciplinary or pedagogical frontiers
    - (g) Record of the applicant's scholarly and/or teaching accomplishments
      - a. Proposals may be valued highly on this dimension because of faculty member's demonstrated scholarly accomplishments
      - b. Proposals may be valued highly on this dimension because of faculty member's plan to reinvigorate a scholarly pursuit and/or to develop new teaching pedagogies

The Research and Awards Committee will not assess whether adequate coverage for classes has been specified.

4. The Associate Dean for Academic Affairs will convey to the Dean by February 25 the summary of the recommendations of the Research and Awards Committee. He also will summarize the implications for class coverage from consultation with department chairs and program directors.
5. The Dean will review the justification for leaves and the plans to cover classes. The Dean will notify all faculty applicants by March 2 and will forward proposals with a positive evaluation to the Provost.
6. Faculty members receiving developmental leaves are required to submit a report of leave activities to the dean within 30 days following completion of the leave. The report will be forwarded to the Provost.

Note: It will be helpful, but not required, that faculty include expectations with respect to applying for departmental leaves for Fall 2010 or beyond as part of the goal-setting process during meetings with the department chair.