

## **Criteria for College Endorsement of Faculty Development Leave Proposals**

Approved at Dean's Council meeting, May 3, 2016

### **Proposed Addendum to Criteria**

Faculty are encouraged to use Faculty Development Leave (FDL) for activities and study that may lead to significant research advancements, extend collaborative/interdisciplinary efforts, and produce competitive grant proposals.

To enhance FDL proposals, Department Heads should encourage and support faculty to participate in FDL. Administrative responsibilities associated with FDL will be managed by Department Heads in consultation with program area chairs. Examples of administrator responsibilities to support FDL include but are not limited to (a) identifying and encouraging faculty to seek FDL, and (b) assuming responsibility, in consultation with program coordinators, for identifying and solidifying course replacements.

The FDL process is most effective with forward planning in consultation with department chairs and programs. For example, programs/departments could develop a three-year plan to articulate faculty development leave requests. Administrators are encouraged to support faculty development leave and to work with faculty in the process of identifying course instructors and assuming committee responsibilities.

### **Criteria**

1. Benefit of leave for faculty member's professional research development is clearly described.
2. Objectives of leave are clearly stated and consistent with Department and College goals of innovation, impact and influence.
3. Proposed activities have the potential to lead to competitive grant proposals through significant research advancements or collaborative/interdisciplinary efforts.
4. Proposed leave activities are well-aligned with stated benefits and objectives (1. and 2. above) and have high probability of being accomplished.
5. Proposed activities are feasible or manageable (e.g., necessary additional funds to support the work are identified; host indicates willingness to sponsor leave, if applicable).

6. Applicant's prior accomplishments demonstrate capacity to achieve the stated objectives.
7. Proposed activities cannot be completed without Faculty Development Leave. Some faculty have nonnegotiable commitments (e.g., grant management and research-time commitments); however, time provided through FDL would enable them to fulfill the criteria previously outlined.

**College of Education and Human Development  
Rating Form for Faculty Development Leave Proposal**

Faculty Member requesting leave:

Date:

Proposal is complete (all required items are complete): YES                      NO

\* See University Guidelines for further information.

1. Brief abstract (100 words maximum).
2. Detailed proposal (500-700 words)
3. Benefit statement (300-500 words)
4. Letters of support (minimum of 2)
5. Curriculum Vitae (2-page)

1. Benefit of leave for Faculty Member's professional research development is clearly described.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

2. Objectives of leave are clearly stated and consistent with Department and College goals of innovation, impact and influence to the faculty member's respective field and research agenda.

a. Innovation

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

b. Impact

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

c. Influence

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

3. Proposed activities have the potential to lead to competitive grant proposals through significant research advancements or collaborative/interdisciplinary efforts.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

4. Proposed leave activities are logically consistent and well-aligned with stated objectives (i.e., activities have high probability of accomplishing stated benefits).

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

5. Proposed activities are feasible or manageable (e.g., necessary additional funds to support the work are identified; host indicates willingness to sponsor leave, if applicable).

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

6. Applicant's prior accomplishments demonstrate capacity to achieve the stated objectives and benefit.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

7. Project cannot be completed without Faculty Development Leave.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

Total Points Awarded: \_\_\_\_\_/45

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Overall recommendation:

1	2	3	4	5
Insufficient Evidence to Approve	Fair	Good	Very Good	Compelling Evidence to Approve