

September 1, 2015

MEMORANDUM

TO: CAHNRS Unit Leaders

FROM: Kimberlee K. Kidwell  
Acting Dean 

SUBJECT: Professional and Retraining Leaves

I recently distributed the announcement from Interim Co-Provost Mittelhammer concerning professional leave applications for 2016-17, which I have attached again to this memorandum for your convenience. Although faculty already received this announcement, you may want to bring it to their attention again by distributing it yourself. Please insist that applicants follow the guidelines without exception. To ensure the applications are complete and properly formatted, please thoroughly review the guidelines yourself. CAHNRS administration will only review applications that are complete and in the proper format, which is a policy we suggest that you establish as well. Co-Provost Mittelhammer indicates that he will not accept incomplete applications; therefore, we will not forward any incomplete or poor quality request to him

An original hard copy of high quality applications that are properly formatted from faculty within your unit must be received in the CAHNRS Dean's Office no later than **Monday, December 21, 2015, 5:00pm.**

Co-Provost Mittelhammer emphasized with the deans that professional leave requests will continue to receive more scrutiny than they have in the past; therefore providing compelling rationale of what benefit the leave will have on the candidate, as well as a convincing description of the outcomes that will result must be clearly stated in the application. The dean is required to rank each application received from a faculty member within the college into one of three priority categories: top, moderate, and low. Top priority status will be provided to only those faculty who present a compelling case for the use of the leave to advance their scholarship and competitiveness for extramural funding. In addition, Co-Provost Mittelhammer indicates that all applications must include an effort to secure external funding as a result of the leave. Providing a list of hypothetical agencies that proposals might be submitted to as a result of this leave will not be compelling. Please identify specific agencies that you intend to seek support from with proposal objectives and submittal timelines framed in a convincing manner.

In past leadership meetings, we have discussed how professional leaves could be better utilized to assist in the development of faculty who are struggling to meet performance expectations. One group of particular interest is associate professors who are not making progress toward advancement in rank. If you have faculty in this category, I would encourage you to visit with them about developing a compelling and impactful professional leave experience intended to redirect or expand their career trajectory.

The department chair's support letter must provide a clear summary of how the faculty member's normal responsibilities will be covered during the professional or retraining leave period. You should give careful consideration before indicating that departmental operations will not be jeopardized by the awarding of the leave. Please do not assume that accruals from the leave will be available to cover teaching or other responsibilities. Units with large numbers of faculty teaching under load (according to CAHNRS teaching load expectations) will not be provided accruals to hire replacement instructors during the leave period.

CAHNRS Administration is very supportive of the use of professional and retraining leaves to assist our faculty in continuing to expand and develop their human capital. Hence, we will do everything possible to support thoughtful and creative proposals that support the intent of the program. Thank you for your cooperation.