

Oklahoma Baptist University

Faculty Development Handbook

All policies revised and reviewed by the
Faculty Development Committee

May 2018

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1.0 General Statements Regarding the Faculty Development Committee

Section 2.11.7 of the Faculty Handbook concerns itself with the professional growth and development of the faculty members of Oklahoma Baptist University. (As appropriate, excerpts from that section will be noted for reference.) The Faculty Development Committee (FDC) is the committee charged with the task of administering the Faculty Development Program as adopted by the University faculty and administration in 1984.

The FDC makes recommendations regarding the disbursement of the funds designated by the University for faculty development; works with the academic administrators in organizing and providing pertinent and timely on-campus faculty development activities in the form of workshops, seminars, discussion groups, etc.; and serves as a liaison between the faculty and administration with regard to the professional and academic development needs of faculty members. (Appendix K, Section IIB, further describes these goals.)

1.1 Faculty Development Committee Membership and Election Procedures

The Faculty Development Committee consists of one faculty member each from the Schools of Paul Dickinson College of Business, James Hurley College of Science and Mathematics, Herschel Hobbs College of Theology and Ministry, and the College of Nursing; two faculty members from the Warren M. Angell College of Fine Arts; three faculty members from the College of Humanities and Social Sciences; one librarian; and one graduate council representative (to serve a 1 yr term). Representatives shall be elected by April 30 of each year by the faculty of the school or college they represent. One member of the Dean's Council, appointed by the Chief Academic Officer (CAO) shall also serve on the committee.

Each member of the Faculty Development Committee will serve a three-year term with elections scheduled in such a way that no more than one-third of the committee will rotate in a given year. Should a vacancy occur, it shall be filled for the remainder of the term by vote (or appointment should the vacancy occur from the Dean's Council representative) within fourteen (14) days.

A member of the Faculty Development Committee may be replaced (a) at his request; (b) at the request of two-thirds of the members of his school or college; (c) at the request of two-thirds of the members of the Faculty Development Committee, or (d) as a result of separation from the University.

The Chair of the Faculty Development Committee shall be selected by the members of the committee from those members entering their second year of service. The chair shall serve for one year and shall receive three (3) credit hours per semester for time devoted to administering the program." (Faculty Handbook 2.11.7.1)

Two main subcommittees exist in the Faculty Development Committee: the Grants and Growth Agreements Subcommittee and the Activities Subcommittee. Ad hoc committees are created each semester as needed to meet the needs of the committee and of the faculty. The Faculty Development Committee, as a whole, generally finds it necessary to meet twice a month during the academic year, with the subcommittees often meeting between times to conduct their necessary business.

1.2 Funds Administered by the Faculty Development Committee

When the University faculty and administration adopted the faculty-administered Faculty Development Program in 1984, the University committed itself to funding such a program and to making faculty development a higher priority at OBU. Each year since that time, the University has budgeted money for use in the Faculty Development Program. The size of this budget is recommended by the CAO with ultimate approval determined by the President of the University.

In the first committee meeting of each academic year, the members of the Faculty Development Committee recommend the allocation of total funds into two general categories: activities and grants.

Activities 20%

Grants 80%

The allocation of funds may be adjusted at any time during the year to meet the development needs of the University faculty.

2.0 Committee Structure

2.1 Chair

The committee shall select one of its members to serve as Chair at a regularly scheduled meeting towards the end of the spring semester. This person shall be chosen "from those members entering their second year of service. The chair shall serve for one year and shall receive three (3) credit hours per semester for time devoted to administering the program." (Faculty Handbook 2.11.7.1)

The duties of the FDC chair shall be as follows:

- 1) to work with the CAO in promoting an atmosphere that encourages continued commitment to the importance of personal and professional development on the part of the faculty
- 2) to call and preside for all FDC meetings
- 3) to make appropriate subcommittee membership assignments

- 4) to serve as consultant to all subcommittees of the FDC
- 5) to coordinate the necessary procedures for granting the specific requests approved by the FDC
- 6) to serve as recipient of expense reports and suggestions for development activities
- 7) to notify all faculty members of the status of their requests for financial assistance and their expense reports
- 8) to conduct a workshop during New Faculty Orientation for new faculty members for the purpose of introducing them to the University's Faculty Development Program
- 9) to keep current and appropriate records regarding grant approvals and expense reports
- 10) to serve as the spokesman for the FDC and the faculty in development considerations.
- 11) to inform the FDC of the status of the funds remaining to be used for grant considerations.

In order to provide assistance with the numerous clerical demands associated with the position of FDC chair, the services of the secretary for the dean who has been appointed by the Chief Academic Officer to membership on the FDC shall be available to the FDC chair.

2.2 Secretary

A member of the Faculty Development Committee shall serve as Secretary for the committee. This person may be selected by the committee or appointed by the chair of the FDC. The person who serves as the secretary for the committee shall not be appointed as chair of one of the FDC subcommittees.

The duties of the FDC secretary shall be as follows:

- 1) to keep complete and accurate minutes of all FDC meetings, and
- 2) to distribute copies of the minutes of all FDC meetings to all FDC members within five (5) working days of each meeting.

2.3 Grants and Growth Agreements Chair

Upon receiving a faculty development grant request, the Grants and Growth Agreements chair shall forward the request to the FDC chair. The duties of the Grants and Growth Agreements chair shall be as follows:

- 1) to recommend policy regarding grant requests;
- 2) to review all grant requests that come before the FDC;
- 3) to recommend action regarding such requests;

- 4) to maintain up-to-date records concerning the approved requests, especially with respect to:
 - a) faculty member's name, school/college, travel account number,
 - b) whether the faculty member has submitted a Faculty Growth Agreement,
 - c) notation indicating if the faculty member has an endowed chair or other available funds for faculty development use,
 - d) amount of approved grant,
 - e) time frame in which money will be used (fall, spring, J-Term, or summer),
 - f) whether grant was subsequently used; and
- 5) to present a report at each meeting of the FDC composed of:
 - a) a detailed list of grant proposals for the period, including names of persons requesting funds, amounts requested and nature of activities proposed, and
 - b) a summary cover sheet reflecting aggregate requests for year-to date and identified as fall, spring, or summer activities.

2.4 FDC Subcommittees

Each member of the Faculty Development Committee, excluding the chair and secretary, shall be a member of only one of the following subcommittees.

2.4.1 Grants and Growth Agreements Subcommittee

The Grants and Growth Agreements Subcommittee shall assist the Grants and Growth Agreements Chair as needed. The Grants and Growth Agreements Subcommittee of the Faculty Development Committee shall consist of at least three committee members from different schools or colleges. The chair and members of this subcommittee shall be appointed by the FDC chair and shall be responsible for monitoring the flow of grant money through the Faculty Development Committee.

2.4.2 Activities Subcommittee

The Activities Subcommittee of the Faculty Development Committee shall consist of at least three committee members from different schools or colleges. The chair and members of this subcommittee shall be appointed by the FDC chair and shall be responsible for planning, coordinating, and advertising a variety of appropriate and timely on-campus development activities for the University faculty during the academic year.

The duties of the Activities Subcommittee shall be as follows:

- 1) to collaborate with the CAO and other appropriate committees in planning, promoting, and conducting faculty development experiences, such as research forums, book studies, and professional presentations;

- 2) to recommend policy regarding on-campus development activities provided through the FDC;
- 3) to solicit suggestions regarding development activities from the University faculty;
- 4) to coordinate the on-going process of helping faculty members to share with their colleagues the ideas received from development activities.
- 5) to provide at least one major workshop or seminar per semester for the benefit of the University faculty; and
- 6) to keep the University faculty informed regarding the development opportunities available to them on OBU's campus.

3.0 Faculty Development Grants

The goal of this portion of the Faculty Development Handbook shall be to outline some of the activities for which the Faculty Development Committee may recommend that funds be awarded, to explain the eligibility criteria for awarding grants, and to detail the procedures which a faculty member must follow in applying for a grant, in accessing approved grant money, in accounting for expenditures, and in sharing the benefits with one's colleagues.

3.1 Eligibility Criteria for Faculty Development Grant Applicants

Any undergraduate or graduate faculty member, either full-time or part-time with faculty voting privileges, is eligible to apply for a faculty development grant from the Faculty Development Committee so long as the faculty member submits a Faculty Growth Agreement.

3.2 Guidelines for Requesting Faculty Development Funds

The following should be considered as procedural guidelines for a faculty member to follow when desiring financial assistance with a professional and/or academic development activity.

- 1) Each faculty member is to be allotted a share of faculty development funds in an equal amount set each year by FDC in accordance with the committee budget and the cost demands of standard professional activities.

Activities Eligible for FDC Funds:

Travel and registration for regular scholarly activity (i.e. conferences, workshops, field work, etc.)

\$50.00/day for meals during travel for scholarly activity (with receipts)

One Certification Exam for Programs that Require Certification per year

One membership in a professional organization per year (reimbursement only)

Tuition

Conference or course materials

Activities Ineligible for FDC Funds:

Purchase of books and software Additional professional memberships Additional certification exams

Classroom supplies and technologies Mission trips

Travel for courses the faculty member is teaching (this should be funded through course-generated revenue)

- 2) Additional grants are awarded by the FDC yearly on a competitive basis. These funds are in addition to regular funding and do not affect eligibility for regular grants. The deadline for submission of grant applications for these grants is determined by the FDC. The rubric for the evaluation of these grants is in the appendix.

3.2.1 General Procedures

- 1) Submit a Growth Agreement to the Grants and Growth Agreements Chair before October 1. Faculty must submit a Growth Agreement before becoming eligible to receive funds. See the Faculty Development Committee Basics document on the OBU website for instructions for Growth Agreements.
- 2) Complete a Faculty Development Grant, found on the FDC website.
- 3) Sign and submit the request to the chair of the grant subcommittee.
- 4) After completion of the activity, submit an expense report, found on the FDC webpage, with itemized receipts, within 14 days of the completed activity to the FDC chair.
- 5) Attach to the expense report a one-page summary/reflection of the activity as feedback to the committee regarding the value of the activity.

3.2.2 Procedure for Advancement of Faculty Development Funds

In order to assist faculty with expenses, the business office will disperse to faculty a check for costs associated with the activity in advance of the approved activity. The business office will begin that process when it receives the fully-approved grant request from the committee. After approval of the grant request by the FDC, the committee chair will approve the request and submit it to the business department. The application will be processed and a check for the approved amount will be sent to the faculty member prior to the activity. As a general rule the business department will not provide a check more than 60 days prior to the approved activity as IRS guidelines require that money to be counted as personal income. Professional dues are not eligible for advancement of FDC funds. A faculty member may go ahead and pay their dues up front and submit simultaneously a grant request form to the grant subcommittee chair and an

expense report with receipt to the FDC committee chair, who will then submit this to the business office for reimbursement.

3.2.3 Procedure for Reimbursement of Faculty Development Funds

A faculty member seeking funding AFTER eligible activities will:

- 1) Fill out an FDC grant application and submit for approval.
- 2) Fill out an expense report with all supporting itemized receipts and documentation (no credit card statements please) after completion of the activity.
- 3) Attach a one page narrative report reflecting the activity, briefly detailing how the activity advanced your professional goals.
- 4) Submit the expense report and narrative to the FDC chair for approval and processing.

Expenses Beyond Regular Allotment:

The FDC will note all expenses beyond the regular allotment and will attempt to distribute any left-over funds in as equitable a manner as possible at the close of the fiscal year.

3.3 Other Funding Sources

The following sources are not administered through the FDC. Contact the Academic Services office for information regarding applications and eligibility.

- 1) The Presnell Fund: Development fund open to all faculty members.
- 2) The Hunt Fund: Development fund primary for the College of Humanities and Social Sciences and James Hurley College of Science and Mathematics, but available under “unusual circumstances” to other faculty.
- 3) The Avery Fund: Fund for continuing education.
- 4) The Morris Fund: Development fund open to all faculty members.

3.4 Grant Decision Considerations

At its first subcommittee meeting, the Grants and Growth Agreements Subcommittee will establish a tentative limit on initial awards for the academic year based on the funds available for grants, equitably apportioned among the University faculty.

Several criteria exist in the review process of a faculty member's application for financial assistance from the Faculty Development Committee. The Grants and Growth Agreements Subcommittee considers each of the following:

- 1) Is the proposed activity relevant to the faculty member's discipline? | Is there evidence of efforts to obtain the best rates for hotel, air fare, etc?

- 2) Is the faculty member an active participant in the proposed activity; i.e., workshop participant, paper presentation, officer, or panel member?
- 3) For what amounts of money has the faculty member been funded in the last two years? (TO BE CONSIDERED ONLY IF FUNDS ARE LIMITED)

If the FDC denies or defers action on the request, the FDC chair will notify the faculty member of both the decision and the reasons for the decision to deny or defer action. Should the FDC approve some or the entire request, the chair will sign the submitted paperwork, and they will then be forwarded to the Business office. Checks will normally be issued within fourteen days following approval by the Faculty Development Committee. The FDC chair will notify the faculty member of the committee's actions.

In the event that a faculty member is unable to participate in the activity for which development money has been approved, he should inform the FDC chair as soon as possible so that the funds may be reallocated to other faculty members, and return any issued money to the University. In the event that money was spent yet the faculty member did not attend the activity, the committee will review the circumstances involved and determine whether the faculty member will be obligated to repay the money that was spent.

3.4.1 Sharing the Benefits of Development Activities with One's Colleagues

So that the University may benefit most widely from the use of Faculty Development Funds, those people receiving major grants shall be expected to share the knowledge they have gained from their project or seminar with their colleagues on the University campus. The details concerning the accomplishment of this task shall be completed in cooperation with the Activities Subcommittee of the Faculty Development Committee.

3.4.2 Sanctions: Failure to File a Travel Expense Report

A faculty member who does not submit a Travel Expense Report within fourteen (14) days of his completed development activity shall be reminded of his omission by the Chair or some designated member of the Faculty Development Committee. If the faculty member does not respond to this reminder within fourteen (14) days, he will be ineligible for faculty development funds for both the completion of that academic year and the following academic year. At its discretion, the Faculty Development Committee may ask the appropriate dean for assistance in attempting to resolve the problem. Should the faculty member persist in failing to submit a travel expense report, the amount of the grant will be considered taxable income.

3.4.3 Development Grants for Faculty Members Leaving the University

Occasionally a faculty member will receive approval for a grant to be spent several months later. (An example is a fall application and approval for a summer workshop.) If the faculty member announces his intention to leave the University for other employment and the grant has not been spent, then the grant shall be cancelled, and

the funds shall again become available for reallocation to other faculty members. If some portion of the grant money has been expended, the committee will take the matter under review.

3.4.4 Deficiency Funds

Sometimes at the end of the year's budget, faculty development money becomes available as faculty projects are completed. When this occurs the Grants and Growth Agreements Subcommittee may recommend additional funding for those whose activities were not fully funded at the time of their request. The Faculty Development Committee Chair along with the Grants and Growth Agreements Subcommittee Chair will distribute the remaining funds equitably according to deficiencies in original requests for funds and the travel expense reports. Faculty need not apply for these deficiency funds. The

processes of consideration, approval, funding, and accessing of funds will be the same as those

for the original grant request. These funds will be distributed at the end of the academic year.

4.0 Development Activities Sponsored by the Faculty Development Committee

4.1 Types of Activities

The types of activities provided, coordinated, sponsored, or advertised by the Activities Subcommittee of the Faculty Development Committee may include events such as: seminars, workshops, research forums, book studies, teacher enhancement activities, retreats, concerts, recitals, art shows and faculty presentations (often given at lunchtime and thus dubbed "Brown Bag" Discussions).

4.2 Methods for Generating Timely Topics for On-Campus Development Opportunities

There are basically four ways by which topics and activities are generated for on-campus development opportunities:

- 1) faculty members submit ideas and information on their own initiative to the Faculty Development Committee as they become aware of them throughout the year,
- 2) the Activities Subcommittee solicits suggestions from the faculty in University/Faculty Forum sessions or through the campus publication Our Day,
- 3) the deans recommend topics either directly to the Faculty Development Committee or through the Dean's Council representative to the FDC; and
- 4) the FDC and the Vice President for Academic Services CAO discuss topics of possible interest or need.

4.3 Methods of Advertising On-Campus Development Activities

The Activities Subcommittee shall inform and shall assist other agents of the University in keeping the University faculty informed of any and all development activities which occur on the University campus. The methods by which this information shall be disseminated shall include, but shall not be limited to, the following:

- 1) announcements in University/Faculty Forum meetings,
- 2) announcements in the campus publication Bison Buzz,
- 3) electronic notices made through e-mail and posted on the OBU FDC webpage, and
- 4) campus mail inserts.

4.4 Faculty Development Workshop Honorarium Policy for OBU Faculty

OBU faculty will be paid an honorarium for leading and/or coordinating development workshops according to the following policies.

A leader/coordinator of any workshop shall be reimbursed the cost of materials. A requisition must be submitted with receipts to the chair of the Activities Subcommittee.

4.4.1 Major Workshops

The following policies apply to those who coordinate and/or lead a workshop of more than three hours, or any workshop of two or more hours attended by at least one quarter of the faculty or a continuing workshop consisting of three or more sessions of at least one and one-half hours per session.

- a. A faculty coordinator of a major workshop (involving three or more participants) shall receive the amount of \$100.00, in addition to pay which he or she may receive for teaching/leading portions of the workshop. This policy shall not include members of the Activities Subcommittee who coordinate workshops.
- b. Faculty members teaching in major workshops shall receive the amount of \$100.00 per session.
- c. The amount of \$200.00 shall be a maximum paid to any faculty member for coordinating and/or leading a workshop.

4.4.2 Minor Workshops

The following policy applies to those who teach and/or lead informational workshops of less than three hours in length, except as noted above, excluding Bible studies or discussion groups.

- a. Faculty members who teach/lead in minor workshops shall be paid \$50.00 per session.

4.4.3 Discussion/Bible Study Groups

The following policies apply to all those leading Bible studies, book studies, or other discussion groups which extend for three or more one hour sessions.

- a. The leader of a Bible study or book study shall be paid \$100.00 for the series.
- b. When leadership of a discussion group is shared, the \$100.00 shall be divided proportionately among the participants.

5.0 FDC Involvement with Sabbatical Procedures

In collaboration with the University, each year FDC receives sabbatical evaluations from the Chief Academic Officer. FDC evaluates and ranks the proposals and returns recommendations to the Chief Academic Officer.

APPENDIX A

A brief history of the OBU faculty development committee

OBU has long had a strong commitment to excellence in education. In the early 1960's, a task force was formed by Dr. James Ralph Scales, at the request of the faculty, for the purpose of drafting an official document that would represent the faculty's position with regard to their role in providing quality education at OBU. This document, "Commitment to Excellence," was the first official and published statement on behalf of the faculty presenting their sense of responsibility toward the students to provide the highest possible quality of liberal arts education available. It is still the standard today and may be found in Section 2.10.1 in the Faculty Handbook.

At about the same time, the Professional Status & Standards (PS&S) Committee came into being. Its original function was to serve as a grievance and mediation vehicle for professional conflicts that might arise. However, during the mid 1970's, its focus shifted toward the goal of assisting faculty members in improving their teaching skills in the classroom area. The committee saw itself as having two main functions: review/evaluation and faculty development. The faculty mandated reviews and evaluations were provided by the appropriate dean, by concerned and caring colleagues, and by the faculty member's students.

The PS&S Committee felt successful in providing the types of evaluations which the faculty requested but was frustrated by the lack of appropriate funds necessary for the developmental activities needed to implement the suggestions that resulted from the reviews and evaluations. It seemed that the emphasis was primarily on review, with inadequate follow-up in terms of development opportunities.

Another University Standing Committee, the Grants Committee (formerly called the Faculty Development and Grants Committee) had the charge of recommending faculty to receive non-travel grant money. At the time, the Provost dispensed the travel money. The amount of money budgeted to the Grants Committee for funding faculty development activities dwindled as the years progressed. When the position of Provost was eliminated, the travel funds were then disbursed through the deans. So it seemed that several groups within the University were concerned with promoting development activities among the faculty members, but the efforts were neither strongly funded nor coordinated across school/college lines.

In addition to coordinating faculty development activities within the University, another problem arose as a result of the review process provided by the PS&S Committee. It concerned the way in which the evaluations and comments themselves were used. Initially, all documents resulting from the evaluation procedure were to be kept personal and confidential, with copies kept on file only in the PS&S office and accessible only to appropriate PS&S Committee members and the faculty member involved. Then in the mid 1970's, some faculty members wanted to (and did) include particularly positive evaluation results in their displays for the Promotion and Tenure Advisory.

This new use of the PS&S review became both a blessing and a curse. On the one hand, including this data provided a more objective and quantitative method for making promotion/tenure decisions; but, by allowing such documents to be included in this manner, the entire process became potentially threatening. Now, if a faculty member chooses not to include reviews from his PS&S evaluations, one tends to conclude that the faculty member must have something negative to hide. Although this is neither a fair nor a necessarily logical conclusion, it is, nonetheless, a real one. This situation also

supports the view held by many professional development experts that such evaluations cannot realistically be used effectively for both formative (development) and summative (promotion/tenure) purposes.

In October of 1980, at the request of the PS&S Committee, Provost William E. Neptune provided a workshop on the topic of Growth Contracting as it was being used at Clark College. It was the first time that many faculty members had heard anything specific on this topic. The seed was planted for such a program to be initiated at OBU.

In August of 1983, the PS&S Committee, the Faculty Council and President Bob R. Agee requested a task force to investigate the need for two evaluation systems: one to be used for formative or developmental purposes and another to be used for summative or personnel decisions. Members of this Faculty Evaluation and Development Task Force were Nancy Cobb, Mary White-Johnson, Shirley Jones, John Mayer, Rhetta Mayfield, John Prince, Slayden Yarbrough, and Chair Norman Searcy. Their goal was to find a way to retain the best of PS&S but also to add the necessary funds for faculty development.

President Agee had repeatedly stated that support for faculty development programs was high priority item in his administration. With this assurance, the task force made the following recommendations: that all faculty members be reviewed under the direction of their deans during their first, second, and fifth years of employment followed by regular PS&S reviews every five (5) years afterward; that the Faculty Growth Agreement be adopted; and that the Faculty Development Committee, with both administrative and faculty input, be created to administer the Faculty Development Program. The task force report appears as Appendix K of this Handbook.

The purpose of the mandatory reviews for all first-, second-, and fifth-year faculty members was to appraise these faculty members of their performances as perceived by those around them. For the faculty members who were progressing as expected, the confirmation was reassuring. The ones who were not progressing as the University expected were counseled appropriately. Such regular reviews lessened the likelihood that a faculty member could come to the seventh year of employment, thinking he was satisfying all the University's expectations of him, only to be denied Senior Faculty Status and have to begin the search for another position.

The Faculty Growth Agreement (FGA) represented the task force's concerted effort to address the need of a faculty with a high percentage of tenured members to maintain a continued emphasis toward professional and academic growth. The task force determined that there must be a personal commitment on the part of each and every faculty member to make and keep growth-oriented goals.

Some of the hopes that the task force had for the newly created Faculty Development Committee were that this group would

- 1) assist the Vice President for Academic Affairs to fairly and equitably disburse and manage the funds which the University would designate for faculty development;
- 2) provide pertinent and meaningful on-campus faculty development activities; and
- 3) serve as a liaison between faculty and administration regarding the needs of faculty members with regard to professional development.

The Faculty Development Task Force presented its report and recommendations to President Bob R. Agee and the faculty of OBU in April of 1984. Since that report, their recommendations have been incorporated with few alterations.

APPENDIX B

Sabbatical Leave Policy from Faculty Handbook

2.X SABBATICAL LEAVES

2.X.1 PURPOSE

Oklahoma Baptist University (OBU) believes that the continued, scholarly growth of faculty is necessary and desirable. OBU provides opportunities for sabbatical leave that achieve professional and intellectual development through study, research, writing, creative activities, and scholarly engagement. Sabbatical leaves are not granted for extended travel, vacation, or reward for years of service but rather in anticipation of increased effectiveness for a faculty member in his or her teaching profession.

2.X.2 ELIGIBILITY

Faculty who have achieved senior faculty status and at least the rank of associate professor are eligible to apply for sabbatical leave in the sixth-- year of continual, full-- time teaching service at OBU. Application for sabbatical leaves can be made in the year of review for senior faculty status if the additional terms of service have been fulfilled. Faculty members who have taught at other accredited universities may apply a maximum of two years teaching experience to their seven-- year requirement (negotiated at time of first contract). Non-- sabbatical leaves will not be considered in the determination of years of service. Faculty temporarily serving in an administrative role may count up to three years in that role towards their seven-- year eligibility for sabbatical leave.

2.X.3 PROCEDURES

Eligible faculty members will submit their applications for sabbatical leave to their respective department/division chair (or academic dean in those schools not having departments). The application should contain a letter of intent to apply for a sabbatical leave, a one-- page abstract of the purpose of the sabbatical project or activity, a rationale for the project or activity, a detailed description of the project or activity (including goals, major theses, outline, methods of the project, etc.), expected

benefits of the project or activity for the field of study and/or the professional development, and a budget for any external funding or approved grants.

Each department/division chair will forward approved applications with a recommendation letter to the respective academic dean. The academic dean will then transmit approved applications (also accompanied by a letter of recommendation from the respective dean) to the FDC through office of the CAO no later than October 20. The FDC will send their recommendations and ranking of merit to the CAO by December 1, who will in turn submit his or her recommendation to the President.

The FDC will review and evaluate all sabbatical proposals with regard to their appropriateness, scholarly merit, and contribution to the mission of OBU. The FDC may propose refinements or improvements in a sabbatical proposal, and these revisions may be negotiated with the applicant. The FDC will ensure that the sabbatical leave will produce a scholarly project or activity that will enhance the prestige of OBU and/or make a significant contribution to the professional development of the faculty member. The nature and scope of a project for a sabbatical leave will be dictated by and be appropriate to the particular academic discipline of the respective faculty member.

Restrictions may require faculty members making sabbatical leave application to postpone or delay approved requests. In such cases, the respective faculty member will retain priority for approval and may reapply for sabbatical leave the ensuing year. Faculty members who must postpone approved sabbatical leaves due to a significant health issue (including the health of his or her immediate family) will be allowed to take the sabbatical at the earliest opportunity within three years. The Chief Academic Officer (CAO) and the Faculty Development Committee (FDC) will work together to enable any postponed sabbatical leave as soon thereafter as possible.

2.X.4 DURATION AND COMPENSATION

A sabbatical leave shall be either a half-- year (fall or spring semester, which may also include the January Term) at full salary or a full academic year (fall and spring semesters and January Term) at half salary. Faculty will be required to return to OBU and teach for one year immediately following the leave or reimburse OBU for the

salary received during the sabbatical leave. Applicants are encouraged to identify additional external sources for support of sabbatical leave expenses.

A faculty member on sabbatical leave will retain the rights, benefits, and privileges of a full-- time faculty member. Acceptance of a sabbatical leave will not interfere with annualized increases in salary, reception of employee benefits, or contract and rank status. The period of leave will count as time of service toward eligibility for promotion on the same basis as a period of on-- campus instruction.

2.X.5 REPORTING

A faculty member will make a formal, written report both to the CAO and the FDC within the first sixty days of the first semester of their return from his or her leave. The report will include a written account of the work accomplished during the leave and an evaluation of the extent to which the objectives of the sabbatical proposal were achieved. Faculty members may be required to share the results of their sabbatical leave activities with faculty, students, trustees, or professional groups.

2.X.6 IMPLEMENTATION AND COVERAGE

Department/division chairs and academic deans are responsible to ensure that the curricular commitments of their departments, divisions, and schools are satisfactorily addressed during the period of the sabbatical leave of faculty members. As such, the recommendations for sabbatical leave submitted by respective department/division chair and/or academic dean will include a plan describing coverage of the curricular commitments and responsibilities of the faculty member on sabbatical leave. Recommendations will also include coordination and prioritization of sabbatical leaves in the event that multiple applications from the same department, division, or school occur in any given year. Staffing, workload adjustments, committee assignments, etc., will be coordinated with and approved by the Chief Academic Officer.

2.X.7 MINIMUM/MAXIMUM LIMITS OF NUMBER OF FACULTY ON SABBATICAL

A minimum of two qualifying sabbatical leave requests will be granted each academic year. A maximum of ten percent of the full-- time senior faculty may be granted sabbatical leave in any single academic year.

APPENDIX C

Guidelines for Preparing a Proposal for Sabbatical Leave¹

1. **Eligibility.** Faculty who have achieved senior faculty status and at least the rank of associate professor are eligible to apply for sabbatical leave in the sixth year of continual, full-time teaching service at OBU.

2. **Content of the Proposal.** The proposal should include (1) a completed and signed application, (2) a letter of intent, and (3) a full description of the sabbatical project or activity. The description should be prepared as a single Word document, with the various required elements of the description labeled and arranged according to the following outline:

- A one-page abstract of the purpose of the sabbatical project or activity;
- A rationale for the project or activity;
- A detailed description of the project or activity, including goals, major theses, outline, methods of the project, etc.;
- A description of the expected benefits of the project or activity for the field of study and/or professional development;
- Proposed budget for any external funding or approved grants.

3. Application Deadline.

The full proposal must be submitted to the department/division chair (or to the academic dean in schools not having departments) **between September 1 and October 1**, for sabbaticals to be taken during the following academic year. Prior to the formal application, potential applicants should confer with department/division chairs or deans regarding staffing and related issues. Requests for exceptions to the deadline should be made in writing to the Chief Academic Officer (CAO).

4. Evaluation

- | | |
|---|-------------------------------------|
| • Proposals will be evaluated and approved by the appropriate Departmental or Divisional Head. | Deadline
October 8 |
| • Proposals will be evaluated and approved by the appropriate Dean before being sent to the CAO. | October 15 |
| • The CAO will send applications to the Faculty Development Committee. | October 20 |
| • The FDC will evaluate proposals, rank them, and return them to the CAO. | December 1 |
| • The CAO will submit recommendations to the President. | December 15 |
| • Based on evaluations of the FDC and the CAO, the President will select proposals to be recommended to the trustees for funding and will report decisions to the Chair of the FDC. | January 15 |
| • The chair of the FDC will report the results to all applicants. | February 15 |

¹ For the complete statement of OBU's policy on Sabbatical leaves, see the Faculty Handbook, Section 2.

Application for Sabbatical Leave

Due September 1 – October 1

Name _____

Rank _____ OBU ID _____

Phone Number _____

Senior Faculty Status Y / N Years of continual, full-time teaching at OBU _____

Years in which previous sabbaticals were taken _____

Year _____ and **Term** for which the application is being made:

Fall Term (full salary)
 Spring Term (full salary)
 Full Year (half salary)

Signatures	Deadline	Approved	Attached proposal or comments
_____ Signature of the Applicant	_____ Date	10/1	Yes / No <input type="checkbox"/>
_____ Signature of the Dept./Division Head	_____ Date	10/8	Yes / No <input type="checkbox"/>
_____ Signature of the Dean	_____ Date	10/15	Yes / No <input type="checkbox"/>
_____ Signature of the FDC Chair	_____ Date	12/1	Yes / No <input type="checkbox"/>
_____ Signature of the Chief Academic Officer	_____ Date	12/15	Yes / No <input type="checkbox"/>
_____ Signature of the President	_____ Date	1/15	Yes / No <input type="checkbox"/>