

# II. PROFESSIONAL DEVELOPMENT OPPORTUNITIES: A. LEAVE PROGRAMS

Leaves from teaching responsibilities are provided by the University to permit members of the faculty to participate in activities that will:

- enhance their expertise as teachers and scholars upon their return to Denison;
- permit the utilization of special expertise of faculty in programs of broad interest (for example, programs sponsored by professional societies or by the federal government).
- permit experiences in other non-academic settings that hold promise of developing new competencies and provide opportunities to test out alternative careers.

## 1. Sabbatical Leaves

- The primary objective of the sabbatical leave is to keep a person intellectually engaged by providing an opportunity to do research, to pursue critical and imaginative writing, or to develop a new course, or new approaches to teaching – whatever, in short, contributes to the growth and effectiveness as a teaching member of the faculty and in a manner which will be of benefit to the University.
- Faculty are expected to return to Denison following a sabbatical for at least one year. Financial support has been provided so that Denison students will benefit from the renewal and enhanced competence the faculty member has gained while away.
- A sabbatical is an investment in the future. It is not a reward for past service. Leaves are not made to persons who have completed six years of service to the University and are completing a terminal contract.
- A full-time member of the tenured teaching faculty is eligible to apply for a sabbatical leave after six years of teaching at Denison, excluding any time spent on leave without pay. Subsequently, the faculty member is eligible to apply for leaves according to the schedule given below.
- A faculty member who is considered for tenure during the sixth year at Denison may postpone the leave one year without penalty (that is, the second sabbatical would be “due” in the fourteenth year).

### Options for Sabbatical Leaves

Number of Semesters of Full-Time Teaching since the End of the Academic Year in which the Previous Sabbatical Occurred	Duration of Leave	Compensation for the Year
6	1 semester	3/4
12	1 semester	Full
12	2 semesters	1/2

In applying for sabbatical leave, the faculty member first submits to the department a substantive plan in some detail explaining the nature of the project and the projected goals. The plan is reviewed and evaluated by the chairperson of the department for consistency with departmental needs and objectives. The request, along with the chairperson's evaluation, is then submitted to the Provost, who may consult with the faculty member about the plan and may make suggestions for modifications. This may be done in the context of a tenure or senior review, or it may be submitted on its own in the event that the review and the sabbatical are not in sync.

Normally, one is not granted a sabbatical leave for teaching courses elsewhere that are regularly taught at Denison. Nevertheless, it is understood that some teaching may be a part of the total sabbatical activity, especially if the person is on leave for a full academic year.

Following return to campus, the faculty member reports to the Provost about the leave. The report may take the form of a summary of the activities for the year, a copy of a book, article, or paper, the syllabus of a new course, etc. A presentation to the general University community may be appropriate. The quality of the leave accomplishment is taken into account at the next salary review in evaluating the total contribution of the faculty member to the University. The Provost has the authority to decide on all applications for sabbatical leaves. They may consult with the Advisory Board.

The Provost makes an effort to ensure that the number of leaves each year is approximately the same within departments and in the University as a whole.

In the event that a faculty member is requested to consider applying for a sabbatical leave a year early, and if a leave is in fact taken a year early, the faculty member is eligible for the next sabbatical leave after the completion of seven years of service at Denison. If a person is requested and agrees to postpone for a year, then the person is eligible subsequently after completing five years of teaching at Denison. In the event the person does not take advantage of the eligibility for a sabbatical leave after six years of teaching at Denison, the person may apply any year. Eligibility for a subsequent sabbatical leave normally occurs after completing the requirements set forth above.

Every effort must be made by the department to make arrangements so that a replacement is not required. Requests for a replacement will be reviewed by the Dean of the Faculty. A request for a part-time replacement is more likely to be approved than is a request for a full-time replacement. Departments ought to make every effort to absorb the workload of a person on leave, especially if the leave is only for one semester. If a faculty member is uncertain about taking either the full year or a semester, this should be stated clearly in the application. Changes in plans that would disrupt the departmental program or would result in unanticipated costs to the University should be avoided. A person may not switch from a year leave to a semester leave later than

March 15 of the year preceding the intended sabbatical year and expect to be compensated for the entire year.

## 2. Sabbatical Policy for Continuing, Non-Tenure Track Faculty

Faculty on continuing appointments with at least one-half time teaching responsibilities, and with additional expectations of engaging in scholarly/artistic work, are eligible to apply for sabbatical leaves. Time of eligibility and compensation during leaves will be prorated, based upon teaching load. For example, a faculty member teaching one-half time will be eligible to apply for a one-semester leave at full pay after 12 years or a one-semester leave at half pay after 6 years. An approved application for a leave and a pre-sabbatical review by the President's Advisory Board should occur in the year prior to the proposed sabbatical leave.

## 3. University Leaves

A University leave is granted without pay for one or two years. An individual may be under contractual agreement with another institution during a University leave. Permission may be granted by the Provost after consultation with the President's Advisory Board. A sabbatical leave and a University leave of one year may be combined, again with the approval of the Provost. Under no circumstances may such a combination extend beyond two years.

## 4. Robert C. Good Faculty Fellowships

### a. Terms of the Program

The R. C. Good Faculty Fellowship is a competitive program whose purpose is to provide a leave in order to advance or complete a major research project, creative project, or pedagogical research project. Under this program, a tenured faculty member is released from all normal teaching and advising responsibilities for one semester. This opportunity is limited to faculty whose contracts assure at least one year of service at Denison following completion of the leave. Faculty are eligible for only one R.C. Good or Bowen Faculty Fellowship per regular sabbatical cycle.

Recipients of Good awards will be expected to present the results of their work at an appropriate campus-wide event (e.g. Global Studies, Denison Scientific Association, Faculty Research Dinner or other equivalent forum) during the year following the leave. Faculty are expected to address the outcomes of the Good leave as part of their next senior or promotional review.

This program is intended for faculty members with a demonstrated record of excellence in the area to be pursued during the leave. Such evidence can be demonstrated through their publication and/or presentation record, or other means appropriate to the proposed project.

### b. Eligibility

Eligibility requirements for an R.C. Good Faculty Fellowship are as follows:

1. Faculty must have earned tenure by the beginning of the academic year in which the leave is to be taken. Pre-tenure faculty are permitted to apply for an R.C. Good fellowship during the year in which they are being reviewed for tenure, assuming that they fulfill the additional requirements outlined below.

2. Faculty must have completed at least six years of service prior to the fellowship leave, and must be on an appointment that assures at least one year of service at Denison following completion of the leave.

3. The "six years of service" requirement may be waived for tenured faculty who were hired into a tenure-track position with an accelerated tenure review clock that precluded a "pre-tenure fellowship" leave (described in section II.A.6).

4. Faculty who were previously on a University leave (section II.A.3) must have returned to full-time active teaching status for a time period equivalent to the length of the University leave in order to take an R.C. Good fellowship leave (e.g. if a faculty member takes a two-year University leave, they must have completed two years of full-time teaching prior to taking a leave supported by an R.C. Good fellowship).

5. Faculty are eligible for only one R.C. Good or Bowen Faculty Fellowship per regular sabbatical cycle.

### c. Guidelines for Application

The Provost's Office will issue a request for proposals, normally in the fall semester, outlining the details of the date and form of submission. Applicants must notify the Provost's Office of their intention to apply in response to the request for proposals. Electronic applications must include the following:

1. Project Proposal that describes a plan to advance or complete a major research project, creative project, or pedagogical research project.

- The proposal should be written at a level appropriate for the external reviewers.
- The proposal should be written in a way that enables the external reviewers to effectively evaluate the four primary "criteria for selection" (as described below).
- The project description must not exceed five pages (single spaced); if necessary, you may include an additional 1-page appendix or bibliography.

2. Project Summary that highlights the key elements of the proposal, written for a non-specialist audience.

- The description should be written in such a way as to be accessible to the members of the President's Senior Faculty Advisory Board (which is populated by representatives of each division of the University).
- The proposal should be written in a way that enables the members of the President's Senior Faculty Advisory Board to effectively evaluate the four primary "criteria for selection" (as described below).
- The summary must not exceed two pages (single spaced).

3. An updated curriculum vitae that shows evidence of excellence in the proposed area of work.

4. Applications for the pursuit of external funding that are relevant to the proposal (if applicable).

5. Plans for presentation of the completed work.

6. Signed form by department or program chair indicating awareness of the candidate's intention to apply for the R.C. Good Fellowship.

7. A list of any scholars or artists to be excluded as external reviewers, to ensure that the proposal is not being evaluated by anyone who knows the candidate personally or professionally in such a way that their opinion of the candidate's work might be predicted based on their prior relationship. External reviewers normally will be solicited from Ohio Five or GLCA consortia institutions, or other comparable institutions.

#### d. External Reviewers

The Provost's Office will recruit external reviewers from the Ohio 5, GLCA, or comparable institutions to review project proposals. Reviewers will be solicited from the corresponding academic division of each applicant. Two external reviewers will evaluate each proposal. Individuals excluded by the applicants (see II.A.4.b.7 above) will not be solicited as external reviewers.

#### e. Criteria for Selection

##### 1. Quality/Merit of the Proposal/Project

- Is the proposal well written, clearly articulating the purpose and value of the project in terms that a non-specialist can understand?
- How are the objectives of the project congruent with the agenda of the proposer?
- Does the proposal reflect the activity of an informed and lively intellect and talent? Is the work intellectually, pedagogically, and/or artistically sound?
- How would this proposal be ranked relative to peer proposals in a national competition?

##### 2. Importance of the Contribution to the Field

- How original is this proposed project? To what extent does it increase knowledge, push creative boundaries, or advance pedagogy in this person's field?
- To what extent is this project relevant to its field? What is the likelihood that this work will have a significant and lasting impact on this person's field?

##### 3. Appropriateness of the Scope of the Project in the Proposed Time Frame

- Does the size of the project warrant an entire semester's leave? Conversely, is the project overly ambitious for the suggested time frame?
- Does the proposed project include a clear description of the anticipated proposed scholarly/artistic/pedagogical research outcomes?

##### 4. Record of Achievement of the Applicant

- Does the applicant have the necessary background and experience to carry out this project?

b. How strong is the applicant's record of achievement relative to the applicant's career stage? Have past publication/presentation venues been strong ones? Has the work received awards or recognition?

c. Has the candidate pursued and/or obtained external funding in support of this project?

#### f. Selection Process

The President's Senior Faculty Advisory Board will make recommendations for awards to the Provost. All other things being equal, some preference will be given to those who have never received a Good. Pursuit of external funding related to the project will be viewed favorably in applications. Unsuccessful applicants may apply for the Good Fellowship in subsequent years. The Provost's Office will make copies of the external reviews available to all the Good candidates, with identifying information deleted.

## 5. William G. Bowen Faculty Fellowships

#### a. Terms of the Program

The Bowen Faculty Fellowship is a competitive program whose purpose is to provide a one-semester leave for tenured faculty to immerse in a scholarly project after a period of sustained leadership commitments and/or engagement in teaching and pedagogy. Under this program, a tenured faculty member is released from all normal teaching and advising responsibilities for one semester. This opportunity is limited to tenured faculty. Recipients of Bowen Fellowships will be expected to present the results of their work at an appropriate campus-wide event (e.g. Global Studies Seminar, Denison Scientific Association, Faculty Research Dinner, or other equivalent forum) during the year following the leave. Faculty are expected to address the outcomes of the Bowen leave as part of their next senior or promotional review.

#### b. Eligibility

Eligibility requirements for a Bowen Faculty Fellowship are as follows:

- Applicants must have tenure by August 1 of the year of application.
- Applicants must have completed six years of service. The "accelerated tenure clock" exception described above for R.C. Good fellowships does not apply for Bowen fellowships.
- Applicants may receive only one Bowen or R.C. Good Faculty fellowship per regular sabbatical cycle.
- Prior recipients of a Bowen fellowship are ineligible.
- Fellowship recipients must complete at least one year of service after the fellowship semester. A sabbatical will not count toward that year of service.
- Faculty who were previously on a University leave (section II.A.3) must have returned to active teaching status for a time period equivalent to the length of the leave in order to take Bowen fellowship leave (i.e. if a faculty member takes a two-year University leave, they must have completed two years of active full-time teaching prior to taking a leave supported by a Bowen fellowship).

### c. Guidelines for Application

The Provost's Office will issue a request for proposals outlining the details of the date and form of submission. Applicants must notify the Provost's Office of their intention to apply in response to the request for proposals. Electronic applications must include the following:

1. Statement on Contributions to the College that describes and demonstrates significant leadership and service commitments and/or focused engagement in teaching and pedagogy.
  - See "Criteria for Selection" below.
  - The statement may not exceed three pages.
2. Project Proposal that describes a plan to initiate, advance or complete a major research project, creative project, or pedagogical research project:
  - See "Criteria for Selection" below.
  - The project description may not exceed five pages; if necessary, an additional one-page appendix or bibliography may be included.
  - The description should be written in such a way as to be accessible to the members of the President's Advisory Board (which is populated by representatives of each division of the University).
3. An updated curriculum vitae.
4. Plans for presentation of the completed work.
5. Signed form by department or program chair indicating awareness of the applicant's intention to apply for a Bowen Fellowship.
6. A list of any scholars or artists to be excluded as external reviewers, to ensure that the proposal is not being evaluated by anyone who knows the candidate personally or professionally in such a way that their opinion of the candidate's work might be predicted based on their prior relationship. External reviewers normally will be solicited from Ohio Five or GLCA consortia institutions, or other comparable institutions

### d. External Reviewers

The Provost's Office will recruit external reviewers from the Ohio 5, GLCA, or other comparable institutions to review project proposals. Reviewers will be solicited from the corresponding academic division of each applicant. Two external reviewers will evaluate each proposal. Individuals excluded by the applicants (see II.A.5.c.6 above) will not be solicited as external reviewers.

### e. Selection Process

Applications will be assessed both on the merits of the applicant's contributions to the college and on the merits of the scholarly proposal. The President's Senior Faculty Advisory Board will review the statement on contributions to the college, the project proposal, and all other components of the fellowship applications, including external review reports. Based on that review, the Board will submit a ranking of candidates to the Provost. The Provost will announce the fellowship recipients prior to the annual deadline for R.C. Good

applications. Unsuccessful applicants may apply for the R.C. Good Fellowship in the same academic year as the Bowen Fellowship application, and may apply for the Bowen Fellowship in subsequent years. The Provost's Office will make copies of the external reviews available to all Bowen candidates, with identifying information redacted.

### f. Criteria for Selection

#### 1. Statement on Contributions to the College

- a. Leadership: Does the statement effectively demonstrate a record of significant leadership or service commitments? Has the candidate contributed to the life of the college in substantial ways?
- b. Teaching: Does the statement effectively demonstrate focused engagement with teaching (such as inspiration of student interest, development of new courses, exploration of innovative pedagogies, evidence of sustained excellence over time)?
- c. Successful applications may focus on either (a), (b), or a combination of (a) and (b) above.
- d. Statements may not exceed three pages; appendices beyond three pages may be attached.
- e. Statements will be evaluated by President's Senior Faculty Advisory Board based on the following scale:
  - A - Has had truly exceptional positive impact on campus and / or outstanding engagement with teaching
  - B - Has had positive impact on campus and / or significant engagement with teaching
  - C - Has had more limited impact on campus and / or engagement with teaching

#### 2. Project Proposal:

- a. Does the proposal clearly indicate a plan to initiate, advance or complete a major research project, creative project, or pedagogical research project?
- b. Is the proposal well written, clearly articulating the purpose and value of the project in terms that a non-specialist can understand?
- c. Are the objectives of the project well established and relevant to the applicant's professional trajectory?
- d. Is the work intellectually, pedagogically, and/or artistically sound? Is it likely to have an impact in its field?
- e. Does the proposed project include a clear description of the anticipated proposed scholarly/artistic/ pedagogical research outcomes?
- f. Does the size of the project warrant an entire semester's leave? Conversely, is the project overly ambitious for the suggested time frame?
- g. Proposals may not exceed five pages.

h. External reviewers will provide a summative rating of the proposal based on the following scale:

- 5 - Truly Exceptional, worthy of funding
- 4 - Very strong, worthy of funding
- 3 - Proposal with some merit, worthy of funding
- 2 - Proposal of questionable merit, may not be worthy of funding
- 1 - Proposal is not worthy of funding

## 6. Pre-Tenure Fellowships

Pre-tenure fellowship leaves consist of one semester of released time from teaching for untenured faculty, normally in the fourth year at Denison. They are available only to faculty occupying full-time, tenure-track positions at Denison, following a successful third-year review (or comparable pre-tenure reappointment review). Those who receive a Pre-Tenure Fellowship are expected to return to Denison University for a year of full-time teaching.

Application for a pre-tenure leave is made as part of the third-year review process. The third-year review dossier should include a pre-tenure leave proposal that includes a description of the project and a discussion of how the project fits into the applicant's longer-term scholarly agenda. Departments are expected to include an assessment of the proposal as part of their evaluation of the candidate's dossier. The proposals will be evaluated by the President's Advisory Board along with the other third-year review materials.