Faculty Handbook Revision Committee
Revisions to Chapter 7

Key revisions:

- The section on leaves is largely intact with a few changes for clarity. The one major change in that section is the addition of a category of “scholarly leaves” which accounts for fellowship leaves. Such leaves are mentioned in other parts of the Handbook but have never been defined.

- The section on faculty development resources has had a major overhaul to reflect many changes in organization over the years, e.g., the Academic Development Center is now the Faculty Center for Teaching and Learning. That section has been revised based on input from Julie Masterson (Provost’s Fellow for Faculty Development) and Kathy Nordyke (CASL Director).

- The section on exchange programs / international teaching programs was updated significantly based on information provided by Elizabeth Strong, Director of Study Away Programs. The Missouri London and CIEE programs have been eliminated, as has funding for travel for international conferences. Discussions related to this revision have stimulated some discussions about support for international programs.

- Other sections have been revised for clarity and consistency.

The original version of this chapter is provided as a separate document. The first part of this document shows revisions, and the later part shows the updated Chapter. Comments explaining changes are embedded in italics.
7. FACULTY DEVELOPMENT

7.1. FACULTY DEVELOPMENT POLICY AND GENERAL PROCEDURES

This section really doesn’t describe “general procedures”, so that was removed from the title. Other editing is intended to allow the section to serve as an intro to following sections.

To increase the opportunities for the continued professional development of the faculty, and thereby ensure educational vitality and vigorous teaching, scholarship, research, creative activity, and service, the University provides designates money, time, funding and other resources to assist the faculty members in meeting his or her professional responsibilities.

7.2. DEVELOPMENTAL LEAVES

7.2.1. SABBATICAL LEAVE FOR FACULTY

Unchanged except for clarification of benefits / retirement topic, and small addition to statement about reports. Only ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible for sabbatical leave. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half year's leave and no less than one-half pay for a full year's leave. Faculty will participate in the retirement program and will have their benefits paid by the University. The Provost may approve up to three-fourths pay for a full year's leave. Faculty are encouraged to apply for external grants to supplement their funding. Their sabbatical pay will not be decreased if they secure such funding, except, however, that faculty cannot receive more than one hundred per cent of their twelve-month equivalent salary while on sabbatical. Funds provided for travel, housing, and other living expenses are not considered to be "Salary".

A sabbatical leave is not an automatic right; completed applications must be submitted to the appropriate College Dean according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. The College Personnel Committee will evaluate the applications and make recommendations to the Dean.

The Dean will then forward to the Provost’s Office a comprehensive list of all faculty members who have applied for and those who have been selected for sabbatical leave for data compilation.

Application for sabbatical leave is a competitive process and requires presentation of a strong proposal. Each college-level cost-center will fund the sabbaticals from that college. Depending on budget constraints in any given year, at times even worthwhile proposals may fail to receive funding.

All applicants must be notified of the final decision regarding their applications by the end of the first complete week in February. Only one proposal from a faculty member is to be considered during a single academic year.

The project for which leave is requested must be beneficial both to the faculty member and to the University. The sabbatical leave will provide an opportunity for the faculty member to pursue research/creative work, enhance teaching or professional practice skills in the discipline, or to retool for new teaching opportunities or research. The leave may include travel related to the research and study. Proposals to obtain an advanced degree will not be approved.

Faculty members are obligated to return to Missouri State University for at least one year following the sabbatical.
Following the sabbatical leave, the faculty member will submit to the Provost, appropriate Department Head and college Dean a report of scholarship, research, or creative activity conducted while on leave, based on a schedule posted by the Provost. Any faculty member who has completed a sabbatical leave and who has failed to submit a report is ineligible to apply for a subsequent sabbatical leave until such report has been filed.

In computing years of service that will apply toward eligibility for promotion, time spent on sabbatical leave will be counted. A faculty member who has taken a sabbatical or professional leave is not eligible for another paid leave until the completion of 12 semesters of service to Missouri State University subsequent to the paid leave.

7.2.2. PROFESSIONAL LEAVE

Small correction only.

Ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible to apply for leave to engage in professional development activities not covered by sabbatical or educational leaves. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). The activity for which leave is requested must be beneficial to both the faculty member and the University. The professional leave will provide opportunities such as educational experiences for enhanced expertise within the faculty member's academic discipline or in another discipline, curriculum development projects, expanded use of instructional technologies, or similar activities not directly related to research or the acquisition of an advanced degree.

A faculty member granted a professional leave will be entitled to university support amounting to full pay for a half-year's leave and no less than one-half pay for a full year's leave. Faculty members on professional leave will receive salaries in 12 monthly payments. They will participate in the retirement program and will have their hinge benefits paid by the University.

A professional leave is not an automatic right; applications must be submitted according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. Completed applications will be submitted to the appropriate College Dean according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. The College Personnel Committee will evaluate the applications and make recommendations to the Dean.

The Dean will then forward to the Provost's Office a comprehensive list of all faculty members who have applied for and those who have been selected for professional leave for data compilation.

Application for professional leave is a competitive process and requires presentation of a strong proposal. Each college-level cost-center will fund the sabbaticals professional leaves from that college. Depending on budget constraints in any given year, at times even worthwhile proposals may fail to receive funding.

All applicants must be notified of the final decision regarding their applications by the end of the first complete week of February. Only one proposal from a faculty member is to be considered during a single academic year.

Following the professional leave, the faculty member is obligated to return to Missouri State University for at least one year. Within 30 days after the leave period, the faculty member will submit to the Provost, appropriate Department Head and college Dean a report of professional activities conducted while on leave.

In computing years of service that will apply toward eligibility for promotion, time spent on professional leave will be counted. A faculty member who has taken a sabbatical or professional leave is not eligible for another paid leave until the completion of 12 semesters of service to Missouri State University subsequent to the paid leave.

7.2.3 SCHOLARLY LEAVES

New section. There are earlier references to “scholarly leaves”, but they were never defined. Historically, the types of leaves considered scholarly leaves have been supported (in terms of leave time, not salary) by the administration, but these leaves never really fit into any of the existing categories. This new section formally
recognizes these leaves. Language generally parallels descriptions for sabbatical / professional leaves, but has differences recognizing that these leaves are not funded by the University. There is a requirement for application, mainly to make sure that appropriate time is available to organize coverage of teaching duties, etc.

Ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) who have been awarded academic fellowships (e.g., Fulbright Fellowships) or similar recognitions may request leaves for up to one academic year. A faculty member granted a scholarly leave will not receive salary from the University but will continue to receive all benefits.

Applications for scholarly leaves must be submitted according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. Application by the posted deadline serves as a notice to the Department, College, and Provost so that appropriate arrangements can be made to cover the faculty member’s assignments.

Following the scholarly leave, the faculty member is obligated to return to Missouri State University for at least one year. In computing years of service that will apply toward eligibility for promotion, time spent on scholarly leave will be counted. The eligibility of a faculty member who has previously taken a scholarly leave to apply for a paid leave (sabbatical or professional leave) before the completion of an additional 12 semesters of service to Missouri State University may be negotiated with the Provost.

7.2.34. EDUCATIONAL LEAVES

Leaves for full-time faculty members wishing to return to graduate school to complete an advanced degree are subject to recommendation by the President and approval by the Board of Governors. Educational leaves will be allowed under the following guidelines:

1. Educational leaves are a privilege and not an automatic right.
2. Salary funds must be available before educational leaves will be granted.
3. The faculty member must demonstrate clear intent to complete all coursework for the academic degree during the period of the leave.
4. The faculty member will return to Missouri State University for at least one year following the termination of the leave.
5. The time accrued for a sabbatical leave will be forfeited upon the acceptance of an educational leave, and the 12-semester period to be accrued for sabbatical leave will start with the beginning of the semester following the faculty member’s return to Missouri State University, excluding summers.

Applications for educational leaves will be submitted according to the deadline specified in the Master Calendar, prior to the academic year for which the leave is requested. Applications will be submitted to the Faculty Leave Committee for its recommendation to the Provost. Refer to http://graduate.missouristate.edu/.

Faculty members who are on educational leave will receive their salaries (full pay for a half year’s leave or half pay for a full-year’s leave) at the same rate as would have been compensated if the faculty member were teaching. Salary will be paid in twelve monthly payments, and faculty members on educational leave will participate in the retirement program and have their fringe benefits paid by the University.

In computing years of service that will apply toward eligibility for promotion and tenure, time spent on educational leave will not be counted.

7.2.45. SPECIAL LEAVE FOR FACULTY

Any full-time faculty member who in the opinion of the Provost deserves a leave for a specific purpose not listed in other portions of the Faculty Handbook may be granted such a leave with or without pay. Final approval must be granted by the Board of Governors.
Following the special leave, the faculty member is obligated to return to Missouri State University for at least one year. Within 30 days after the leave period, the faculty member will submit to the Provost a report of activities conducted while on leave.

In computing years of service that will apply toward eligibility for promotion, time spent on special leave will be counted.

7.3. **FACULTY DEVELOPMENT CENTERS AND RESOURCES**

Missouri State University supports effective teaching, research, and service through faculty development resources that are provided by the university, college, and department. These resources are designed to give opportunities for continued professional development sufficient to become more effective teachers and scholars. The University recognizes the need to pursue initiatives that make the professional endeavors of faculty more exciting and rewarding. Refer to [http://www.missouristate.edu/Provost/22107.htm](http://www.missouristate.edu/Provost/22107.htm) for an annotated listing of University centers, grants, resources, and technical assistance, the Faculty Development section of the Provost’s website for specific information on resources provided by the University.

7.3.1 **ACADEMIC DEVELOPMENT CENTER FACULTY CENTER FOR TEACHING AND LEARNING**

Replace with updated language. FCTL replaced ADC and provides a broader array of services. The following reflects language provided by Julie Masterson (with minor editorial revisions):

The Academic Development Center (ADC) offers programs and resources for faculty, teaching assistants, and academic units. Centrally located in Meyer Library 204, the Center provides seminars and workshops throughout the year on a variety of topics for the improvement of learning, teaching, and leadership, as well as support for projects and learning communities.

The Center sponsors the Showcase on Teaching and Learning and the Teaching Fellowship Program, and is the organizational home of the Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Committee. The ADC also conducts research, collaborates with other offices to enhance the effective use of technologies for learning and teaching, and is a source for print and electronic resources on professional, instructional, and organizational development. Faculty are encouraged to contact the Center for individualized consultations and other networking opportunities.

More information about the Academic Development Center can be accessed at its website (http://www.adc.missouristate.edu/).

The Faculty Center for Teaching and Learning offers programs and resources for faculty, instructors, per course faculty, teaching assistants, and academic units. The FCTL is centrally located in Meyer Library 204 and supports the instructional community by offering a variety of teaching and learning opportunities such as workshops, seminars, individual consultations, and peer reviews. The FCTL Advisory Council supports the implementation of the center’s mission and goals and also serves as liaisons between the instructional community and the FCTL. Services and resources provided include instructional design, resources on effective teaching through technology, best practices for teaching and learning, and support for the enhancement of teaching and learning at MSU.

The FCTL provides funding opportunities through Curriculum Innovation awards which lead to improvements in the quality of instruction and new or innovative teaching and learning practices. A call for proposals is held each academic year. Information on this and other awards can be found on the FCTL’s website.

A Showcase on Teaching and Learning is sponsored by the FCTL at the beginning of each academic year and provides a forum for faculty to present their research and findings on effective teaching and learning. A highlight of this event has been hosting a distinguished faculty or nationally recognized educator/researcher to present a keynote.
address before the MSU instructional community. The Digital Professor Academy is offered each Fall and Spring semester where faculty can participate in an online learning experience and series of workshops on online pedagogy and effective guidelines for developing an online or blended course. Through the DPA, faculty are able to develop their course and then participate in a peer review before teaching the course for the first time.

Additional information is available at the FCTL’s website. Faculty are also encouraged to contact the FCTL for individualized consultations and other opportunities.

7.3.2. CARNEGIE ACADEMY FOR THE SCHOLARSHIP OF TEACHING AND LEARNING

Kathy Nordyke, CASL Director: This group no longer exists; however, much of what is defined has been absorbed by the Citizenship and Service-Learning (CASL) as we prepare for the next Carnegie Certification and expand opportunities for Civic Advancement through Engaged Scholarship for Faculty. (Incorporated some info into next section).

The Carnegie Academy for the Scholarship of Teaching and Learning Committee (CASTL) is comprised primarily of faculty members representing each academic college whose mission is to effect cultural change with respect to the value and practice of the scholarship of teaching and learning. The committee is committed to improving the quality of research on education practice and outcomes through various activities it sponsors during the academic year. Many of these activities are accomplished by coordinating efforts with the Academic Development Center (ADC), the Office of the Provost, and the Carnegie Foundation for the Advancement of Teaching. The CASTL Committee assists in developing more effective teachers and improving student learning through scholarly investigations of educational processes.

7.3.3-2. CITIZENSHIP AND SERVICE-LEARNING

The Office of Citizenship and Service-Learning (CASL) provides a number of programs designed to help faculty develop strategies for making service-learning a useful pedagogical tool in the work of developing educated persons. Two specific programs are the Service-Learning Faculty Fellowship and the CASL Research Stipend. The Service-Learning Faculty Fellowship is a professional development program that is designed to benefit those faculty who wish to explore service-learning as a pedagogical tool in an intensive, in-depth manner, with the intent of implementing it into a specific course. This program trains and supports faculty who wish to enhance citizenship skills and demeanors in their students through their instruction by designing or modifying courses that integrate service-learning into learning outcomes. The CASL Research Stipend supports faculty work that advances the knowledge of service-learning or is of direct service to the community. Applications for both programs are available at the CASL web site (http://www.missouristate.edu/casl/) and are due mid-October each year.

Added, from Kathy Nordyke.

The CASL office also works with various faculty members, representing the MSU academic colleges, whose mission is to effect cultural change with respect to the value and practice of engaged scholarship of teaching and learning, and to improve quality of research on the advancement and outcomes of civic advancement and civic engagement, including the Carnegie Classification.

From Kathy Nordyke. Formerly language related to Community and Social Issues Institute, which no longer exits.

The CASL office serves as a liaison and works to coordinate the efforts of the Community Partner Coalition. The Community Partner Coalition is a collaborative effort comprised of members of faculty, community partners, and governmental officials who work with other not for profit and government organizations to assist with identifying...
research or service needs related to addressing the social problems faced by the communities that Missouri State University serves, faculty with expertise that address these needs, and potential sources of funding various projects and/or initiatives.

Based on language provided by Kathy Nordyke, edited by FHRC:

The CASL office also works with faculty to encourage the practice of engaged scholarship of teaching and learning, and research on civic advancement and civic engagement. In addition, the CASL office serves as a liaison in coordinating collaborative efforts of faculty with community partners and government officials to support not-for-profit and government organizations in research and in addressing community and social needs.

Other CASL services for faculty include curricular information, faculty resource/research sharing sessions, workshops featuring noted service-learning authorities, resources for grant funding of service-learning projects, and travel stipends. The CASL program is one vehicle by which Missouri State carries forward its mission in Public Affairs, engaging in community-based problem-solving and addressing social justice issues – locally, nationally, and globally.

Kathy Nordyke: This no longer exists as a separate entity.

7.3.4. COMMUNITY AND SOCIAL ISSUES INSTITUTE

The Community and Social Issues Institute (CSII) serves as a liaison among for-profit and not-for-profit organizations with research or service needs related to addressing the social problems faced by the communities that Missouri State University serves, faculty with expertise that address these needs, and potential sources of funding. More information about the CSII can be found at http://www.missouristate.edu/csii/.

7.3.5. MISSOURI CAMPUS COMPACT GRANTS

The Missouri Campus Compact is a statewide coalition of university and college Presidents that is designed to help students develop the values and skills of civic participation through involvement in public service. The Missouri Campus Compact regularly offers competitive grants for proposals to develop and enhance service-learning on the member campus. Detailed information on the Missouri Campus Compact and its associated grant programs can be found at: http://missouricompact.missouristate.edu/.

7.4. EXTRAMURAL SUPPORT FOR SCHOLARSHIP, RESEARCH, CREATIVE ACTIVITY, AND DEVELOPMENT

The Office of Sponsored Research and Programs (OSRP) provides assistance to faculty seeking extramural support for their research endeavors. Refer to Section 10, Research, for a description of these services.

7.5. FACULTY EXCHANGE PROGRAM AND INTERNATIONAL TEACHING OPPORTUNITIES

The coordinating official of the faculty exchange program is the Director of International Programs and Affairs. Eligibility for participation in such a program is essentially the same as that for leaves granted by Missouri State University. Participation is a privilege, not an automatic right. Additionally, the following guidelines will apply:

1. This policy includes a possible exchange of qualified personnel between educational institutions as well as between other institutions such as government agencies, businesses, and industrial firms.
2. The faculty member’s participation in the exchange is partially contingent upon the availability of a
satisfactory replacement to assume his or her duties for the duration of the absence.

3. The exchange replacement is subject to the same scrutiny as are prospective candidates for permanent positions at Missouri State University.

4. Salary, retirement contributions, and fringe benefits will be paid by Missouri State University to its faculty members who are on the exchange, and the exchange replacement will be paid by his or her institution.

5. Participation in the Faculty Exchange Program in no way affects the eligibility of the exchange faculty member under the sabbatical and/ or educational leave policy now in effect, nor will it affect the faculty member's eligibility for promotion; i.e., the year on the exchange program should be equated to a year of service to Missouri State University.

7.5.1. **CHINA PROGRAMS**

Ranked faculty may apply to participate in the academic year exchange with Qingdao University in the Shangdong Province of the People's Republic of China. Faculty chosen for this program will teach conversational English and, on occasion, a course in his or her discipline. Faculty members may also apply for teaching opportunities on the Missouri State University Branch campus located on the campus of Liaoning Normal University in Dalian, China, or they may participate in research collaborations with other Chinese university partners.

*From Elizabeth Strong, Director of Study Away Programs:* Although MSU continues to send students to the Missouri London Program, MSU does not currently send faculty to London to teach. MSU ceased to send faculty in the fall of 2009. At that time, MSU terminated the lease on the flat which was the residence of MSU faculty teaching in London. These decisions were made by a former administration and were financially driven.

7.5.2. **MISSOURI LONDON PROGRAM**

The University sends a ranked faculty member each semester to London to teach in the Missouri London Program. The faculty member teaches two courses from his or her discipline and participates fully in the British Life and Culture course.

*Elizabeth Strong:* International Travel support ceased in 2009 under a former administration. Although the Provost and Vice President of Research and Economic Development have provided Exploratory Funds for faculty to develop short-term programs, that support will not necessarily be available each year.

7.5.3. **INTERNATIONAL TRAVEL SUPPORT**

Faculty members making presentations at respected events in international venues are eligible to make application to the International Education Committee for financial support. Applicants are expected to demonstrate additional resources have been pledged in their support including departmental, college-level, and personal contributions. Additional information can be obtained from the Office of International Programs and Affairs.

7.5.4. **FACULTY-LED SHORT TERM PROGRAMS**

*Elizabeth Strong:* Support for short term programs increased.

The International Education Committee reviews proposals for foreign study short-term faculty-led programs during the academic year. Proposal guidelines may be obtained from the Office of International Programs and Affairs. Faculty members have the opportunity to lead short-term study away programs. Teaching abroad develops faculty members’ ability to be innovative and creative. Additionally, a faculty member’s work abroad highlights the value of a global perspective in the intellectual life of the Missouri State community. Study Away Programs staff assist faculty in the development of short-term programs which vary in length from one to eight weeks. Faculty interested in such programs must coordinate their efforts through the Study Away Programs office.
Elizabeth Strong: These programs are no longer funded.

7.5.5. **INTERNATIONAL FACULTY DEVELOPMENT SEMINARS THROUGH COUNCIL ON INTERNATIONAL EDUCATIONAL EXCHANGE (CIEE)**

CIEE is the leading U.S. non-governmental international education organization which creates and administers programs that allow educators to study abroad. Faculty seminars are located in international venues that incorporate intensive educational experiences designed to explore fascinations and challenge preconceptions shaping the world today. Each program features lectures, site visits, and discussions with overseas academics and colleagues.

The International Education Committee reviews applications for funding of faculty participation in the seminars. Funding is limited and early application is suggested. Seminar topics and their international locations can be found at the CIEE web site: http://www.ciee.org/.

7.6. **UNIVERSITY FUNDS FOR FACULTY DEVELOPMENT**

7.6.1. **UNIVERSITY FUNDS FOR SCHOLARSHIP, RESEARCH, CREATIVE ACTIVITY, AND CURRICULAR DEVELOPMENT**

The University recognizes the importance of scholarship, research (as broadly defined in Chapter 4), and creative activity, and is committed to providing significant support for such activities. The Provost appoints a Faculty Grants Committee, composed of faculty members with experience in scholarship, research, or creative activity, to recommend the allocation of University funds for each fall and spring semester. **Consolidate two paragraphs:** The Faculty Leave Committee, appointed by the Provost, recommends recipients of the Missouri State University Summer Fellowships. Funding is ordinarily not available for major or continuing scholarship, research, and creative activity.

University research funds are to be used for the following purposes: (1) to provide seed money for scholarship, research, or creative activity, and (2) to provide financial support for scholarship, research, or creative activity, not likely to receive funding elsewhere. Professors conducting major research projects should seek outside funding rather than apply to the committee(s) for continued funding year after year. The University may assert an interest in the commercial value of projects for which the University provides support (refer to Section 2.8.3).

7.6.2. **FUNDS FOR ENROLLMENT IN CLASSES**

Full-time members of the Missouri State University faculty may enroll free of required student fees for up to 12–15 credit hours of classes in an academic year (fall, spring, summer, intersessions), in classes with student fees waived – see Section 6.5 for detailed information.

7.6.3. **SCHOLARSHIP, RESEARCH, AND CREATIVE ACTIVITY REASSIGNED TIME FOR RESEARCH**

Upon the recommendation of the Department Head, the College Dean may authorize reassigned time in order to provide time for scholarship, research, and creative activity. A faculty member taking advantage of this opportunity will be required to report to the Dean when requested concerning his or her scholarship, research, and creative activity.

In planning academic assignments, Department Heads (or supervisors of those faculty members whose primary functions may not be teaching) will provide blocks of time for scholarship, research, and creative activity by individual faculty members who request it.
7.6.4. TRAVEL

The University recognizes the importance of original scholarship, research, and creative activity being conducted by faculty members and the participation of faculty members in learned and professional society activities.

To the extent that funds are available, travel funds will be provided to support the participation of each full-time faculty member in order to attend professional conferences and to present papers. The faculty member will be reimbursed for the most reasonable and economical transportation costs available as well as reasonable lodging, food costs, and registration fees. The number of days for which food and lodging (per diem costs) will be allowed may be limited to less than the full period of the conference.

Travel assistance to state conventions or conferences will be provided, as funds allow, under the following policies:

1. If two or more persons travel to a state convention or conference, the University will provide Missouri State University cars for such travel if they are available. If campus vehicles are not available, reimbursement for mileage at the rate currently allowed by the state will be paid for using individual cars necessary to transport the group.
2. If only one person travels to a state convention or conference, reimbursement for mileage at the rate currently allowed by the State will be paid if this sum is not more than round-trip, coach airfare.

All requests for travel expenses must be made in advance to the appropriate head and must be approved by both the Department Head and college Dean. A report of professional activities at the meeting will be submitted to the college Dean upon request following the meeting, including a copy of the paper presented. Faculty and staff members traveling at Missouri State University expense must submit receipts for commercial transportation and lodging expenditures as well as registration fees in order to receive reimbursement.

If a faculty member travels on official University business, all allowable travel expenses will be paid by the University.

See the Policy Library for more information on allowable travel expenses.
7. FACULTY DEVELOPMENT

7.1. FACULTY DEVELOPMENT POLICY

To increase the opportunities for the continued professional development of the faculty, the University provides funding and other resources to assist faculty members in meeting their professional responsibilities.

7.2. DEVELOPMENTAL LEAVES

7.2.1. SABBATICAL LEAVE FOR FACULTY

Only ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible for sabbatical leave. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half year's leave and no less than one-half pay for a full year's leave. Faculty will participate in the retirement program and will have their benefits paid by the University. The Provost may approve up to three-fourths pay for a full year's leave. Faculty are encouraged to apply for external grants to supplement their funding. Their sabbatical pay will not be decreased if they secure such funding, except, however, that faculty cannot receive more than one hundred per cent of their twelve-month equivalent salary while on sabbatical. Funds provided for travel, housing, and other living expenses are not considered to be "Salary".

A sabbatical leave is not an automatic right; completed applications must be submitted to the appropriate College Dean according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. The College Personnel Committee will evaluate the applications and make recommendations to the Dean.

The Dean will then forward to the Provost’s Office a comprehensive list of all faculty members who have applied for and those who have been selected for sabbatical leave for data compilation.

Application for sabbatical leave is a competitive process and requires presentation of a strong proposal. Each college-level cost-center will fund the sabbaticals from that college. Depending on budget constraints in any given year, at times even worthwhile proposals may fail to receive funding.

All applicants must be notified of the final decision regarding their applications by the end of the first complete week in February. Only one proposal from a faculty member is to be considered during a single academic year.

The project for which leave is requested must be beneficial both to the faculty member and to the University. The sabbatical leave will provide an opportunity for the faculty member to pursue research/creative work, enhance teaching or professional practice skills in the discipline, or to retool for new teaching opportunities or research. The leave may include travel related to the research and study. Proposals to obtain an advanced degree will not be approved.

Faculty members are obligated to return to Missouri State University for at least one year following the sabbatical. Following the sabbatical leave, the faculty member will submit to the Provost, appropriate Department Head and college Dean a report of scholarship, research, or creative activity conducted while on leave, based on a schedule posted by the Provost. Any faculty member who has completed a sabbatical leave and who has failed to submit a report is ineligible to apply for a subsequent sabbatical leave until such report has been filed.

In computing years of service that will apply toward eligibility for promotion, time spent on sabbatical leave will be


counted. A faculty member who has taken a sabbatical or professional leave is not eligible for another paid leave until the completion of 12 semesters of service to Missouri State University subsequent to the paid leave.

### 7.2.2.  **PROFESSIONAL LEAVE**

Ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible to apply for leave to engage in professional development activities not covered by sabbatical or educational leaves. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). The activity for which leave is requested must be beneficial to both the faculty member and the University. The professional leave will provide opportunities such as educational experiences for enhanced expertise within the faculty member's academic discipline or in another discipline, curriculum development projects, expanded use of instructional technologies, or similar activities not directly related to research or the acquisition of an advanced degree.

A faculty member granted a professional leave will be entitled to university support amounting to full pay for a half-year's leave and no less than one-half pay for a full year's leave. Faculty members on professional leave will receive salaries in 12 monthly payments. They will participate in the retirement program and will have their benefits paid by the University.

A professional leave is not an automatic right; applications must be submitted according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. Completed applications will be submitted to the appropriate College Dean according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. The College Personnel Committee will evaluate the applications and make recommendations to the Dean.

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In computing years of service that will apply toward eligibility for promotion, time spent on professional leave will be counted. A faculty member who has taken a sabbatical or professional leave is not eligible for another paid leave until the completion of 12 semesters of service to Missouri State University subsequent to the paid leave.

### 7.2.3  **SCHOLARLY LEAVES**

 Ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) who have been awarded academic fellowships (e.g., Fulbright Fellowships) or similar recognitions may request leaves for up to one academic year. A faculty member granted a scholarly leave will not receive salary from the University but will continue to receive all benefits.

Applications for scholarly leaves must be submitted according to the deadline specified in the Master Calendar prior to the academic year for which the leave is requested. Application by the posted deadline serves as a notice to the Department, College, and Provost so that appropriate arrangements can be made to cover the faculty member’s
Following the scholarly leave, the faculty member is obligated to return to Missouri State University for at least one year. In computing years of service that will apply toward eligibility for promotion, time spent on scholarly leave will be counted. The eligibility of a faculty member who has previously taken a scholarly leave to apply for a paid leave (sabbatical or professional leave) before the completion of an additional 12 semesters of service to Missouri State University may be negotiated with the Provost.

7.2.4. EDUCATIONAL LEAVES

Leaves for full-time faculty members wishing to return to graduate school to complete an advanced degree are subject to recommendation by the President and approval by the Board of Governors. Educational leaves will be allowed under the following guidelines:

1. Educational leaves are a privilege and not an automatic right.
2. Salary funds must be available before educational leaves will be granted.
3. The faculty member must demonstrate clear intent to complete all coursework for the academic degree during the period of the leave.
4. The faculty member will return to Missouri State University for at least one year following the termination of the leave.
5. The time accrued for a sabbatical leave will be forfeited upon the acceptance of an educational leave, and the 12-semester period to be accrued for sabbatical leave will start with the beginning of the semester following the faculty member's return to Missouri State University, excluding summers.

Applications for educational leaves will be submitted according to the deadline specified in the Master Calendar, prior to the academic year for which the leave is requested. Applications will be submitted to the Faculty Leave Committee for its recommendation to the Provost. Refer to http://graduate.missouristate.edu/.

Faculty members who are on educational leave will receive their salaries (full pay for a half year's leave or half pay for a full-year's leave) at the same rate as would have been compensated if the faculty member were teaching. Salary will be paid in twelve monthly payments, and faculty members on educational leave will participate in the retirement program and have their benefits paid by the University.

In computing years of service that will apply toward eligibility for promotion and tenure, time spent on educational leave will not be counted.

7.2.45. SPECIAL LEAVE FOR FACULTY

Any full-time faculty member who in the opinion of the Provost deserves a leave for a specific purpose not listed in other portions of the Faculty Handbook may be granted such a leave with or without pay. Final approval must be granted by the Board of Governors.

Following the special leave, the faculty member is obligated to return to Missouri State University for at least one year. Within 30 days after the leave period, the faculty member will submit to the Provost a report of activities conducted while on leave.

In computing years of service that will apply toward eligibility for promotion, time spent on special leave will be counted.

7.3. FACULTY DEVELOPMENT RESOURCES

Missouri State University supports effective teaching, research, and service through faculty development resources that are provided by the university, college and department. These resources are designed to give opportunities for
continued professional development to become more effective teachers and scholars. The University recognizes the need to pursue initiatives that make the professional endeavors of faculty more exciting and rewarding. Refer to the Faculty Development section of the Provost’s website for specific information on resources provided by the University.

### 7.3.1 Faculty Center for Teaching and Learning

The Faculty Center for Teaching and Learning offers programs and resources for faculty, instructors, per course faculty, teaching assistants, and academic units. The FCTL is centrally located in Meyer Library 204 and supports the instructional community by offering a variety of teaching and learning opportunities such as workshops, seminars, individual consultations, and peer reviews. The FCTL Advisory Council supports the implementation of the center’s mission and goals and also serves as liaisons between the instructional community and the FCTL. Services and resources provided include instructional design, resources on effective teaching through technology, best practices for teaching and learning, and support for the enhancement of teaching and learning at MSU.

The FCTL provides funding opportunities through Curriculum Innovation awards which lead to improvements in the quality of instruction and new or innovative teaching and learning practices. A call for proposals is held each academic year. Information on this and other awards can be found on the FCTL’s website.

A Showcase on Teaching and Learning is sponsored by the FCTL at the beginning of each academic year and provides a forum for faculty to present their research and findings on effective teaching and learning. A highlight of this event has been hosting a distinguished faculty or nationally recognized educator/researcher to present a keynote address before the MSU instructional community. The Digital Professor Academy is offered each Fall and Spring semester where faculty can participate in an online learning experience and series of workshops on online pedagogy and effective guidelines for developing an online or blended course. Through the DPA, faculty are able to develop their course and then participate in a peer review before teaching the course for the first time.

Additional information is available at the FCTL’s website. Faculty are also encouraged to contact the FCTL for individualized consultations and other opportunities.

### 7.3.2 Citizenship and Service-Learning

The Office of Citizenship and Service-Learning (CASL) provides a number of programs designed to help faculty develop strategies for making service-learning a useful pedagogical tool in the work of developing educated persons. Two specific programs are the Service-Learning Faculty Fellowship and the CASL Research Stipend. The Service-Learning Faculty Fellowship is a professional development program that is designed to benefit those faculty who wish to explore service-learning as a pedagogical tool in an intensive, in-depth manner, with the intent of implementing it into a specific course. This program trains and supports faculty who wish to enhance citizenship skills and demeanors in their students through their instruction by designing or modifying courses that integrate service-learning into learning outcomes. The CASL Research Stipend supports faculty work that advances the knowledge of service-learning or is of direct service to the community. Applications for both programs are available at the CASL web site (http://www.missouristate.edu/casl/) and are due mid-October each year.

The CASL office also works with faculty to encourage the practice of engaged scholarship of teaching and learning, and research on civic advancement and civic engagement. In addition, the CASL office serves as a liaison in coordinating collaborative efforts of faculty with community partners and government officials to support not-for-profit and government organizations in research and in addressing community and social needs.

Other CASL services for faculty include curricular information, faculty resource/research sharing sessions,
workshops featuring noted service-learning authorities, resources for grant funding of service-learning projects, and travel stipends. The CASL program is one vehicle by which Missouri State carries forward its mission in Public Affairs, engaging in community-based problem-solving and addressing social justice issues – locally, nationally, and globally.

7.3.3. **MISSOURI CAMPUS COMPACT GRANTS**

The Missouri Campus Compact is a statewide coalition of university and college Presidents that is designed to help students develop the values and skills of civic participation through involvement in public service. The Missouri Campus Compact regularly offers competitive grants for proposals to develop and enhance service-learning on the member campus. Detailed information on the Missouri Campus Compact and its associated grant programs can be found at: [http://missouricompact.missouristate.edu/](http://missouricompact.missouristate.edu/).

7.4. **EXTRAMURAL SUPPORT FOR RESEARCH AND DEVELOPMENT**

The Office of Sponsored Research and Programs (OSRP) provides assistance to faculty seeking extramural support for their research endeavors. Refer to Section 10, Research, for a description of these services.

7.5. **FACULTY EXCHANGE PROGRAM AND INTERNATIONAL TEACHING OPPORTUNITIES**

The coordinating official of the faculty exchange program is the Director of International Programs and Affairs. Eligibility for participation in such a program is essentially the same as that for leaves granted by Missouri State University. Participation is a privilege, not an automatic right. Additionally, the following guidelines will apply:

6. This policy includes a possible exchange of qualified personnel between educational institutions as well as between other institutions such as government agencies, businesses, and industrial firms.
7. The faculty member's participation in the exchange is partially contingent upon the availability of a satisfactory replacement to assume his or her duties for the duration of the absence.
8. The exchange replacement is subject to the same scrutiny as are prospective candidates for permanent positions at Missouri State University.
9. Salary, retirement contributions, and fringe benefits will be paid by Missouri State University to its faculty members who are on the exchange, and the exchange replacement will be paid by his or her institution.
10. Participation in the Faculty Exchange Program in no way affects the eligibility of the exchange faculty member under the sabbatical and/or educational leave policy now in effect, nor will it affect the faculty member's eligibility for promotion; i.e., the year on the exchange program should be equated to a year of service to Missouri State University.

7.5.1. **CHINA PROGRAMS**

Ranked faculty may apply to participate in the academic year exchange with Qingdao University in the Shangdong Province of the People's Republic of China. Faculty chosen for this program will teach conversational English and, on occasion, a course in his or her discipline. Faculty members may also apply for teaching opportunities on the Missouri State University Branch campus located on the campus of Liaoning Normal University in Dalian, China, or they may participate in research collaborations with other Chinese university partners.
7.5.2. FACULTY-LED SHORT TERM PROGRAMS

Faculty members have the opportunity to lead short-term study away programs. Teaching abroad develops faculty members’ ability to be innovative and creative. Additionally, a faculty member’s work abroad highlights the value of a global perspective in the intellectual life of the Missouri State community. Study Away Programs staff assist faculty in the development of short-term programs which vary in length from one to eight weeks. Faculty interested in such programs must coordinate their efforts through the Study Away Programs office.

7.6. UNIVERSITY FUNDS FOR FACULTY DEVELOPMENT

7.6.1. UNIVERSITY FUNDS FOR RESEARCH AND CURRICULAR DEVELOPMENT

The University recognizes the importance of Research (as broadly defined in Chapter 4) and is committed to providing significant support for such activities. The Provost appoints a Faculty Grants Committee, composed of faculty members with experience in Research to recommend the allocation of University funds for research each fall and spring semester. The Faculty Leave Committee, appointed by the Provost, recommends recipients of the Missouri State University Summer Fellowships.

University research funds are to be used for the following purposes: (1) to provide seed money for Research and (2) to provide financial support for Research not likely to receive funding elsewhere. Professors conducting major research projects should seek outside funding rather than apply to the committee(s) for continued funding year after year. The University may assert an interest in the commercial value of projects for which the University provides support (refer to Section 2.8.3).

7.6.2. FUNDS FOR ENROLLMENT IN CLASSES

Full-time members of the Missouri State University faculty may enroll in classes with student fees waived – see Section 6.5 for detailed information.

7.6.3. REASSIGNED TIME FOR RESEARCH

Upon the recommendation of the Department Head, the College Dean may authorize reassigned time in order to provide time for Research. A faculty member taking advantage of this opportunity will be required to report to the Dean when requested concerning his or her Research activity.

In planning academic assignments, Department Heads (or supervisors of those faculty members whose primary functions may not be teaching) will provide blocks of time for scholarship, research, and creative activity by individual faculty members who request it.

7.6.4. TRAVEL

The University recognizes the importance of original Research being conducted by faculty members and the participation of faculty members in learned and professional society activities.

To the extent that funds are available, travel funds will be provided to support the participation of full-time faculty members in order to attend professional conferences and to present papers. The faculty member will be reimbursed for the most reasonable and economical transportation costs available as well as reasonable lodging, food costs, and
registration fees. The number of days for which food and lodging (per diem costs) will be allowed may be limited to less than the full period of the conference.

Travel assistance to state conventions or conferences will be provided, as funds allow, under the following policies:

3. If two or more persons travel to a state convention or conference, the University will provide Missouri State University cars for such travel if they are available. If campus vehicles are not available, reimbursement for mileage at the rate currently allowed by the state will be paid for using individual cars necessary to transport the group.

4. If only one person travels to a state convention or conference, reimbursement for mileage at the rate currently allowed by the State will be paid if this sum is not more than round-trip, coach airfare.

All requests for travel expenses must be made in advance to the appropriate head and must be approved by both the Department Head and college Dean. A report of professional activities at the meeting will be submitted to the college Dean upon request following the meeting, including a copy of the paper presented. Faculty and staff members traveling at Missouri State University expense must submit receipts for commercial transportation and lodging expenditures as well as registration fees in order to receive reimbursement.

If a faculty member travels on official University business, all allowable travel expenses will be paid by the University.

See the Policy Library for more information on allowable travel expenses.