

# Faculty Professional Growth and Development

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New Faculty Orientation  
Teaching and Instructional Development Program  
Scholarly, Professional, and Creative Activities  
Sabbatical Leaves

Faculty are expected and encouraged to expand their knowledge and skills within their academic disciplines, in related disciplines, in the craft of teaching, and in the use of information technology.

The following programs are available to assist faculty in their development.

## **New Faculty Orientation**

New faculty attend a retreat and/or series of sessions that introduce them to the ethos of the University; expectations of faculty regarding teaching, advising, scholarship and service; and University resources available to them.

## **Teaching and Instructional Development Program**

### **1. Teaching and Learning Center**

The Teaching and Learning Center serves as a resource for faculty seeking information on teaching strategies and good teaching practice. The following services are coordinated and offered through the center: teaching effectiveness workshops, bibliographical resources, newsletter, and teaching circle and mentoring programs.

### **2. Presidential Award for Teaching Excellence**

This is an annual award given to a faculty member who demonstrates outstanding teaching practice. A faculty committee reviews nominees and makes a recommendation to the President. The award includes a stipend and is given at the Honors Banquet.

### **3. Curriculum Development**

Support for innovative curriculum development may be available in the form of stipends or release time. Applications may be made to the Hewlett Endowment or to the Vice President for Academic Affairs.

## **Scholarly, Professional, and Creative Activities**

Excellence in teaching is fostered by continuous study, research, and artistic performance. For that reason faculty are encouraged to engage in scholarship or creative effort and to present the results in publications or other appropriate public forums. In support of this activity, funds are available through the Hewlett Endowment, administered by the FADC, to support research and presentation of results at professional meetings. Additional funds are available from the Vice President for Academic Affairs' faculty development fund.

## **Sabbatical Leaves**

The sabbatical leave program recognizes the important role that professional development and renewal play in the career of a faculty member. The purpose of the sabbatical program is to provide funded opportunities for faculty to engage in activities that will enhance their effectiveness as teachers and scholars.

### **1. Eligibility**

In order to be eligible for a sabbatical, faculty members must have completed six academic years of continuous service as a full-time member of the faculty, or have completed six years of continuous, full-time service since May of their last sabbatical year.

### **2. Conditions of Sabbatical Leaves**

#### **A. Leave Period**

Sabbatical leaves may be granted either for one semester or for one year.

#### **B. Compensation**

One-semester sabbatical leaves carry full salary. Two-semester sabbatical leaves carry a salary for the full academic year of half of the faculty member's salary base. For both types of sabbatical leaves, the faculty member continues to participate in all fringe benefit programs with the University continuing its contributions.

#### **C. Replacements**

In advance of leaves, the department chair shall discuss schedules with the appropriate dean to assure coverage of essential courses. While on sabbatical, faculty members will have no committee responsibilities. The FEC will appoint replacements.

#### **D. Faculty Evaluation**

Faculty will be evaluated for time served during sabbatical leave in the same way as time served in a regular appointment for such considerations as promotion and annual salary increments.

### **E. Return to University**

Faculty members receiving a sabbatical leave are expected to return to California Lutheran University for at least one academic year of full-time service. Upon return from sabbatical leave, faculty members will resume their former positions or be assigned to positions of like nature and status and will be granted increment increases, if any, that were given during their leave.

### **F. Post-Sabbatical Report**

Upon completion of sabbatical leave, faculty members are required to submit a post-sabbatical report to the Vice President for Academic Affairs following the guidelines provided on the report form.

### **G. Number of Sabbaticals Granted**

The number of sabbatical leaves granted each year will be determined by the FADC Committee in consultation with the Vice President for Academic Affairs. The total number of faculty members on leaves normally should not exceed 10 percent of the total full-time teaching staff in any single year.

## **3. Procedures for Granting Sabbatical Leaves**

### **A. Application**

Applications for sabbatical leaves will first be submitted to the department chairs. The role of the chair is to make recommendations regarding options available for the replacement of the applicant if the leave is granted (see D.2.c. Replacements, above). The chair will coordinate applications so that, ordinarily, only one person from the department will be on leave at any given time. However, in large departments, more than one person may be on sabbatical simultaneously.

Applications are submitted in writing on or before February 15, three semesters preceding the academic year involved, to the Vice President for Academic Affairs. Forms are available in the Academic Affairs Office.

### **B. Review Process**

Applications will be reviewed by the FADC Committee and the Vice President for Academic Affairs. Recommendations will be forwarded to the President. The President will normally make recommendations at the next meeting of the Board of Regents. Applicants will be notified of the board's decision as soon as is practical.

### **C. Evaluation Criteria**

The University may not be in a position to grant sabbatical leaves to all eligible applicants in a particular year. The following criteria will be taken into account in selecting applicants:

- length of service since previous leave;
- timeliness of a particular project;
- the likelihood of successful completion of proposed leave activities based on previous accomplishments by the faculty member requesting the leave;
- the scholarly merit of the proposed leave activities;
- the likely contribution of the proposed activities to the individual faculty member's professional growth as a teacher and scholar;
- the likely benefit to the University of the proposed project.

### **A. Appeals**

Decisions regarding the granting of sabbaticals are subject to appeal through the grievance process.