

# **Resolution on Faculty Fellowship Leave Adjustment for Semester Calendar**

**Professional Relations Committee**

**Faculty Senate**

**May 16, 2011**

**PASSED**

Whereas, the language in the Faculty Handbook Section V.A needs to be adjusted for the semester calendar change;

Whereas, the PRC has followed the committee recommendations in a report on FFL submitted to the Provost in June of 2010;

*Be it resolved that* on the appropriate date, the language in the Faculty Handbook Section V. A. 4, 5, 10, 11, 13, and the Endnote containing a sample pay schedule replace the current language with the following:

## **V. UNIVERSITY FACULTY FELLOWSHIP PROGRAM, RESEARCH GRANTS, AND AWARDS**

### **A. University Faculty Fellowships**

**4.** A University Fellowship leave may consist of **one semester at full pay or two semesters at two-thirds pay.**<sup>{3}</sup> These rates are to be applied to the pay the faculty member normally would receive during the **semester(s)** in which the faculty member is to be on leave.

**5.** A University Fellowship leave may be granted for a maximum of **two semesters**. Faculty on nine-month contracts will be granted leave only during the **semesters** covered by a contract. A University Fellowship leave may not be taken during the **summer or other off terms**, though such **terms** do count toward eligibility for a University Faculty Fellowship. Faculty members on twelve-month contracts will be granted leave at any time during the twelve-month period of the contract, with the full **summer session considered to be one semester**.

**10.** Faculty members will be expected to teach at Ohio University for at least **two semesters** after completion of their University Fellowship leave.

**11.** Application for a University Faculty Fellowship is to be made in writing to the department chairperson ordinarily no later than the first day of the **Spring Semester** preceding the summer and/or academic year in which the leave is to be taken. The decision

by the President on his/her application is to be made known to the faculty member in writing no later than March 1, though this decision is subject to approval by the Trustees at their next meeting. The application must include a well-considered plan, presented with a reasonable degree of specificity, showing how the Fellowship leave will contribute to the professional effectiveness of the applicant and the best interest of the University, e.g., teaching efficacy, research, and creativity.

**12.** The department will evaluate the faculty members' applications and the chairperson will send all the applications and his/her recommendations to the appropriate dean. The dean will review all applications in the college and send them and his/her recommendations to the Provost, who will review them and make recommendations to the President for final approval or disapproval, subject to confirmation by the Board of Trustees. If the evaluation process results in a decision not to approve the application, the faculty member will be given, no later than March 1, written notification of the action and all reasons for the action. The written statement will be made by the person in the review process who first recommends disapproval of the application.

**13.** If a faculty member believes that his/her leave proposal has been denied unjustly, he/she will have the right to appeal the decision to his/her chairperson, to the dean, to the Provost, **and then to the Professional Relations Committee of the Faculty Senate.** The grounds for the appeal may be allegations of (a) inadequate consideration, (b) denial of due process, or (c) personal bias or discrimination.

**16.** Regional campus faculty members shall submit requests for a University Faculty Fellowship to the division coordinator. The division coordinator may forward the faculty member's application to the appropriate department at the Athens campus or to the most closely related department if no corresponding department exists. He/she shall take such action at the faculty member's request. The Athens department shall give advice on the merit of the faculty member's proposal and return it to the division coordinator in making his/her recommendations to the regional campus dean. The regional campus dean shall review all applications at his/her campus. He/she will send applications and his/her recommendations to the Provost, who will review them and make recommendations to the President for final approval or disapproval, subject to confirmation by the Board of Trustees. If the evaluation process results in a decision not to approve the application, the faculty member will be given written notification, no later than March 1. The written statement will be made by the person in the review process who first recommends disapproval of the application. The appeal procedure shall be through the division coordinator, the regional campus dean, the Provost, and then to the Professional Relations Committee of the Faculty Senate.

#### **Endnotes**

[1] See Board of Trustees' policy amendment of October, 1977 providing implementation guidelines, Appendix A.

***[2] For purposes of official record keeping, when an approved leave is deferred for one year in order to maintain curricular integrity thereby triggering the start of the next eligibility at seven years after the date of original approval, the Chair/Director is***

***required to provide both the Dean's office and the Provost's office with an official memo indicating that this action has been taken.***

~~[3] Example Leave Pay Schedule, for \$48,000 9-month salary: (Delete)~~