

## **8 PROFESSIONAL DEVELOPMENT OF FACULTY**

### **8.1 PROFESSIONAL ORGANIZATIONS, CONFERENCES, TRAVEL, AND RESEARCH**

#### **8.1.1 PROFESSIONAL ORGANIZATIONS**

Membership in professional societies and attendance at professional conferences are encouraged as a part of career development. Departments may include in their budgets the membership dues for a primary professional society for full-time faculty who have completed two years of instruction with a satisfactory second-year evaluation, with the limitation that only one membership per faculty member will be paid for with university funds. Otherwise, faculty members are expected to pay for their own memberships. Where memberships are required by administrative duties or other special assignments which serve the interests of the university more than those of the department or the faculty person's particular discipline, arrangements for the payment of such fees by the university may be made with the provost.

#### **8.1.2 FACULTY TRAVEL**

The university funds a travel allowance in order to support faculty travel costs connected to attendance at professional meetings or other professional growth opportunities. The university seeks to provide funds so that each faculty member may attend a professional meeting every two years. The administration establishes guidelines for the amounts which can be made available for faculty travel in a given fiscal year. If a faculty member is delivering a scholarly paper or participating actively in a scholarly activity, travel may be funded more frequently. All travel requests are submitted on the appropriate form, prior to the planned travel and as early as possible in the academic year, to the provost who evaluates them in terms of their potential benefit to the faculty member and/or the university. University funds may not be used for international travel to countries with State Department warnings currently issued due to concerns for the faculty member's safety and the university's limits related to insurance and assumed liability. Approval is based on the appropriateness of the requested travel and the availability of funds which are budgeted for this purpose. This budget is managed by academic affairs.

#### **8.1.3 FACULTY RESEARCH**

The university provides funds for the independent research of faculty members and actively seeks additional sources of support for such activities. Applications for allotments for faculty research must be submitted to the Faculty Research and Development Committee, which evaluates such requests and makes recommendations to the administration for the disbursement of research funds (see Section 2.2.4.4).

### **8.2 FACULTY DEVELOPMENT ON CAMPUS**

The responsibility for faculty development on campus is shared by the provost, associate provost, director of teaching, learning, and faith integration, and the Faculty Research and Development

Committee (see Section 2.2.4.4). Conferences for professional growth, institutional maintenance, and faculty planning are arranged each year. A fall retreat and one professional day (faculty development day) each semester occur each year, and faculty are expected to participate in these conferences. The Faculty Executive is responsible for the planning and implementation of the faculty retreat at the beginning of the Fall Term (2.2.3). The Faculty Research and Development Committee plans and conducts the faculty development days, for which the provost provides budgeted funds. Initiatives of faculty to provide for other faculty development events may be directed to the Faculty Research and Development Committee. The provost undertakes to find sources of funding for faculty development, beyond the university budget, through grants and external fund-raising.

## **8.3 SABBATICAL LEAVES**

### **8.3.1 PURPOSE**

Whitworth believes that the continued scholarship and intellectual renewal of its faculty are necessary and desirable. Therefore, the university provides the means for faculty to engage in research, study, creative activities, cross-cultural studies and contacts with scholars outside the Whitworth University community. It is important to model lifelong learning. It is likewise important that assurance of highest quality instruction be provided for both the university and the individual. Sabbatical leaves provide opportunities for individuals and corporate growth through these activities.

### **8.3.2 SABBATICAL ELIGIBILITY**

All full-time, regular, Track I or Track II faculty will be eligible for sabbatical leaves each seventh year of their teaching careers at Whitworth. It is expected that leaves will be taken at least every seven to twelve years. The year in which a faculty member takes a sabbatical will count towards years of teaching for the next eligible sabbatical. In the case of faculty who have joined the Whitworth faculty from other institutions, a maximum of two teaching years may be applied to a seven-year period as reflected in the faculty member's first Whitworth University contract.

If a faculty member is obligated to postpone an approved sabbatical leave because of university-imposed restrictions, or if a faculty member is entitled to a sabbatical and applies but it is not authorized because of the established quota, he or she may start counting at year seven toward the next six years' service, and will not lose priority. Faculty in this situation would count year seven as the first year towards their next six years' service and would not count the year of the delayed sabbatical as part of the next six year set.

If a faculty member is forced to postpone an approved sabbatical due to a significant health issue (either the faculty member's health or involving his or her immediate family), then the faculty member will be allowed to take the sabbatical at the earliest opportunity within three years. The provost and Faculty Research and Development Committee will work together to enable the sabbatical as soon as possible. Faculty in this situation would begin the count toward their next sabbatical in the year immediately following completion of the sabbatical.

Faculty who themselves choose to postpone leaves beyond the seventh year will start counting their next six years after returning to Whitworth.

The application process may take place during the faculty member's fifth year, with the sabbatical, if approved, to be granted during the seventh year.

For tenure-track faculty, the awarding of the sabbatical is then contingent upon receiving tenure.

For Track II faculty, the awarding of the sabbatical is contingent upon completing two successful quadrennial reviews (successful promotion to associate or full professor rank may be substituted for the second quadrennial review).

Faculty temporarily serving in the administration may count up to three years in that role towards their seven-year eligibility for a sabbatical. Sabbaticals for full-time administrators or administrative faculty are beyond the scope of this Handbook.

### **8.3.3 APPLICATION PROCEDURE**

A candidate for sabbatical leave must submit a plan of study to his or her department chairperson, who then will transmit the request with his or her comments and recommendation to the Faculty Research and Development Committee through the provost. Applications should be submitted by October 15 of the second year preceding the academic year during which the leave is to occur.

### **8.3.4 APPROVAL PROCEDURE**

The Faculty Research and Development Committee reviews all sabbatical proposals and evaluates their appropriateness, scholarly merit, and potential contribution to the professional development of the applicant. The committee may propose refinements or improvements in a sabbatical proposal, which may be negotiated with the applicant. The committee submits a recommendation for approval or rejection to the provost, who makes the final determination. The provost's evaluation includes a review of the staffing and curricular needs of the department and the budgetary implications of the granting of the sabbatical. The provost then informs applicants in writing of the results of the application and review process.

### **8.3.5 DURATION AND COMPENSATION**

A sabbatical leave shall be either a half year including January Term at full salary, or a full year at half salary. Faculty will be required to return to Whitworth University and teach for one year immediately following the leave, or reimburse the university for salary received during the sabbatical leave. Applicants are encouraged to identify outside sources for support of sabbatical leave expenses; the provost provides support in seeking and applying for such funding.

### **8.3.6 REPORTING**

Upon completion of a sabbatical leave the faculty member will make a formal written report to the provost within the first sixty days of the next semester. Furthermore, faculty members may be requested to share the results of their leave activities with the community or professional groups, trustees, faculty, or students.

## **8.3.7 IMPLEMENTATION**

### **8.3.7.1 PLANNING**

The committee and provost plan sabbaticals in such a way that, as far as is feasible, approximately the same number of faculty are on leave each semester.

### **8.3.7.2 COVERAGE**

Departments guarantee coverage of their curricular commitments during each semester of a sabbatical leave by evaluating the course rotations and adjusting the teaching schedule as warranted. Regular faculty members are not expected to teach more than their normal load of courses during a colleague's sabbatical. Where possible, courses will be taught by colleagues within the department; at the same time, attention will be given to curricular coverage and faculty advising loads. Visiting professors and/or adjunct faculty are used to cover the department's courses in accord with the following guidelines:

- In departments with greater than seven full-time faculty, all courses normally taught by the individual will be dropped or picked up by other department members.
- In departments with five to seven full-time faculty, one course normally taught by the individual on leave will be taught by a part-time replacement, and the other three courses will be either dropped or picked up by other department members.
- In departments with fewer than five full-time faculty, two courses normally taught by the individual on leave will be taught by part-time replacements, and the other two courses will be either dropped or picked up by other department members.
- Attention will be given to the size of the department and the type of coverage needed.

The sabbatical coverage approved will be noted in the sabbatical approval letter sent to the faculty member, dean, and department chair.

### **8.3.7.3 SPECIAL CIRCUMSTANCES**

Particular department circumstances, such as core course commitments, may require other modifications. Any requirement that may incur additional expenditures must be truly exceptional. The appointment of full-time replacements for full-year sabbatical leaves will be authorized if funds are available.

### **8.3.7.4 ALLOWABLE PERCENTAGE OF FACULTY ON SABBATICAL**

A maximum of nine percent of the full-time faculty may take leave in any single academic year. For the sake of this calculation, full-time faculty is defined as Track I, Track II, and Track III faculty, including visiting faculty who are teaching 1.0 or greater FTE (not counting visiting faculty replacing endowed chairs). The provost determines, at the beginning of the annual approval process, what the appropriate number of faculty leaves two years hence will be.

## **8.4 MINI-SABBATICALS**

Mini-sabbatical awards are intended to encourage and support scholarship at Whitworth University. They are competitive, merit-based awards open to all faculty who have at least a 90% contract and who carry a 50% teaching load or who hold a full-time professional librarian appointment. Mini-sabbaticals will be spread throughout the academic year. They will consist of a three-credit release, subject to

negotiation with the department chair and academic affairs. The specific credits from which the approved faculty member is released will be determined by the department chair and academic affairs. Whether a mini-sabbatical is granted will depend on approval by the Faculty Research and Development Committee and on department and university needs. The number of mini-sabbaticals awarded each year will be established by academic affairs. Once approved by FRD, the department chair will record the mini-sabbatical on the department load sheet submitted to academic affairs. Department colleagues are encouraged to collaborate in scheduling mini-sabbaticals to maximize effectiveness.

#### **8.4.1 ELIGIBILITY**

- Full-time Track I, Track II, or Track III faculty with at least a 90% contract and 50% teaching load or who hold a full-time professional librarian appointment are eligible.
- Faculty are eligible for their first mini-sabbatical in their second year.
- Faculty with a course release(s) dedicated to scholarly production (grants, endowed chairs, etc.) are not eligible for a mini-sabbatical in that same academic year.
- Faculty are eligible for no more than one mini-sabbatical in the time period between sabbaticals.

#### **8.4.2 APPLICATION PROCEDURE**

- Complete the application form with the signature of the department chair.
- Apply to academic affairs by December 1.
- Faculty Research and Development Committee will rank all applications using the faculty approved application and rubric by December 15.
- Applicants, department chairs, and deans will be notified regarding the status of applications by February 15.

Applicants will list their preference for the term the mini-sabbatical will occur, but final placement will be determined by academic affairs.