

UNIVERSITY OF MISSOURI-ST LOUIS
Development Leaves from the Office of Academic Affairs
Guidelines and Application for Development Leave Requests for AY 2007 - 2008

Purposes of a Development Leave

Faculty development leaves funded by the Office of Academic Affairs at the University of Missouri-St. Louis provide opportunities for professional growth as an individual develops a new skill or area of expertise. Activities undertaken during a development leave should be designed to enhance the faculty member's academic unit or professional competence. The online Faculty Handbook offers a general description at: <http://www.umsl.edu/services/academic/Publications/Handbook/Chapt5.htm> .

Development activities may include:

- Developing or refining a new skill or area of knowledge through travel and/or study that is related to current or future teaching or research;
- Developing a new course(s) or program;
- Learning innovative ways of teaching in one's discipline.

An applicant may not request a development leave in order to complete an academic degree, to teach at another university, or for a research project. Leaves for these purposes are available through other University programs (see Chapter 340 of the Collected Rules and Regulations).

Eligibility

- Applicants for Development Leaves should refer to the Collected Rules and Regulations section 340.090 available online at: <http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/090.shtml>.
- Full-time regular and nonregular faculty are eligible to apply for Development Leaves.
- Administrators and other non-academic staff may apply for Development Leaves.

Waiting Period

- There is no waiting period or length of service prior to or between Development Leaves.

Return to the University following Development Leave

- The individual must return to the University upon completion of the leave for one full year unless he or she receives a notice of non-renewal during the period of the development leave.
- Those eligible to return who do not complete a full year, must compensate the University for funds awarded to support development leave activities (course buy-out, travel, tuition, etc).

Funding

- Faculty members who receive an external fellowship or grant support for a development leave, may apply for funding to supplement such support.
- For AY 2007-2008 the Office of Academic Affairs expects to fund requests for faculty replacement costs for course release, travel, and other appropriate expenses.
- The number of development leaves granted is limited by the funds available.

Duration

- Leaves are generally granted for one semester, but shorter or longer periods will also be considered.

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Selection Criteria

Applications will be reviewed for their:

- a. potential benefit to the applicant;
- b. potential benefit to the UM-St. Louis;
- c. efficient use of funds;
- d. potential to increase student learning and engagement by:
 - Integrating requirements into coursework that engage students in community-based learning, applied research, or government-related projects.
 - Creating interdisciplinary projects that increase undergraduate student involvement in research.
 - Proposing a first year experience seminar for freshmen students that links general education requirements with learning strategies that address best practices in undergraduate education in a discipline.
 - Using technology to develop innovative courses (online, face to face, hybrid).
 - Redesigning a course with large enrollments or multiple sections by incorporating innovative teaching methods.

Procedures and Review Process

- Applications must follow the Development Leave Application Guidelines for 2007-08, include a current curriculum vita, relevant supporting material, and approvals for the developmental leave from the unit chair and the Dean or Director.
- Applications must be submitted to the Office of the Provost by December 1, 2006.
- The Senate Academic Advisory Committee reviews applications and makes recommendations to the Provost.

Final Report

Recipients are expected to submit a brief report of their Development Leave activities to the chair or director, dean, and Provost within the first semester following the leave. This report should include (1) the purpose of the leave; (2) the activities undertaken; (3) the outcome and impact of the activities.

Recipients are encouraged to present their activities to departmental colleagues and others in the campus community.

Academic Affairs Development Leave Application Guidelines for AY 2007-08

1. Prepare a 4-5 double-spaced **statement** that:
 - Identifies the objectives, proposed activities, and anticipated outcomes for the development leave;
 - Shows how the activities meet the Guidelines for Development Leave and responds to the goals in the UM Strategic Plan <http://www.umsystem.edu/ums/about/strategic/> and the UM-St. Louis Action Plan <http://www.umsl.edu/chancellor/plan/index.htm>;
 - Indicates the anticipated outcome(s) of the development leave (e.g. software, publications, performance or exhibits, new research direction, innovative course or program, etc.); and
 - Explains the potential benefits of the proposed activities to
 - a. the Applicant
 - b. UM-St. Louis students
 - c. the University (department, college, campus)
2. Include a one-page **timeline** outlining the activities planned to meet the proposed objectives, specifying where, when and with whom the activities will be completed. Explain why the 2007-2008 year is appropriate for the leave.
3. Provide a one-page budget that indicates the financial support required during the development leave. For 2007-2008 the Office of Academic Affairs is able to support requests for faculty replacements for course release, travel, and other expenses:
 - Amount requested from Office of Academic Affairs
 - a. Replacement Costs for course release _____
 - b. Other: _____
 - Other Sources from which support is being requested or has been obtained:
 - a. Source of Support (e.g., applicant's department, external agency)
 - b. Amount Requested
 - c. Outcome of Request(s)
4. Attach current curriculum vitae.
5. Include other supporting materials mentioned in the application.
6. Submit the application to the chair or director for approval.
7. Submit the application to the Dean for endorsement from the College.
8. Send an electronic and 10 printed copies of the application to:
The Office of the Provost, 426 Woods Hall **by 5:00 p.m. on December 1, 2006.**