

## College of Family and Consumer Sciences Faculty Professional Development Leave Program

*All leave of absence requests must be submitted to the Office of Faculty Affairs at least 6 months prior to the leave effective date. In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend. In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member.* Academic Affairs Policy Manual, Section 1.12.01 Revised June 18, 2010

The College of Family and Consumer Sciences Professional Development Leave Program provides faculty with the opportunity to enhance scholarship of teaching and research. The program is available to all faculty; however, the number of faculty taking professional development leave in any one year will vary depending on available resources and the needs of the college. Eligible faculty must have at least 6 consecutive years at in FACS at UGA. Faculty must wait 6 years before re-applying. Faculty can request one semester, 6 months leave at full pay, or up to one year at half pay. UGA and Board of Regents policies stipulate for a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year; for a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that, if the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses, including benefits.

Application deadlines to FACS Dean's office are two times per year: **July 15 for spring semester** and **February 15 for fall semester** to meet UGA Faculty Affairs deadlines of August 1 for spring semester and March 1 for fall semester.

To apply for a Professional Development Leave, submit electronically to the Dept. Head:

1. Abstract (200 words): The abstract should be easily understood by a layperson. The ideal abstract (a) educates the Regents, legislators, members of the central administration and the general public about the leave by describing the purpose, (b) scope of work, and (c) the importance of the project and anticipated outcomes.
2. Prospectus (less than five single-sided double-spaced pages):
  - a. Purpose and significance: Describe the nature and significance of the project, including a clear, concise statement of the objectives of the project and the aims in undertaking it and why this work can't be accomplished as regular job duties.

- b. Work to be accomplished and timeframe (semester(s)): Describe planned activities, where the work will be conducted, and if applicable, any collaborators.
  - c. Projected outcomes: What tangible outcomes will emerge from the professional development leave, what form will the results take, and benefit to the unit, college, and university.
3. Justification (one single-sided double spaced page): How will Professional Leave contribute to enhancing your scholarly development? How will the leave contribute to your teaching (be specific with course titles, number of students taught), research or outreach/public service? How will the leave benefit the department, college, and the University? Why does the activity require time away from the normal activities of teaching, research and public service?
  4. A current Curriculum vita.
  5. Letters of support (minimum of two including the Department Head; maximum four).
  6. Complete forms A, B and C from Office of Faculty Affairs:  
<http://provost.uga.edu/index.php/faculty-affairs/faculty-leave-request-procedures-and-forms/>

The completed application is submitted to the Department Head with ample time to meet college deadlines. The Department Head will rank order applications received and provide a written statement about how the department's undergraduate and graduate instructional and outreach needs—including supervision of the faculty member's graduate advisees' research projects, thesis and dissertations—will be met while the faculty member is on professional development leave. This must specify course titles, numbers, enrollments and faculty names who will provide course coverage and/or research supervision. When more than one faculty member is applying for a professional development leave, the Department Head will describe the total impact on the department and instructional programs. The Head must make clear whether granting a professional development leave is contingent on the department receiving funds from the college. The availability of funding may preclude the granting of a leave.

The completed application along with the Department Head's evaluation and statement are submitted to the Dean by **July 15 for spring semester** and **February 15 for fall semester**. The Dean will consult with the college's Executive Committee about the merits of the applications. The final decision rests with the Dean and will notify Department Heads and faculty.

Faculty receiving professional development leave must submit a written report of accomplishments as a result of the professional development leave within two months of returning to the Department Head and Dean and present a seminar within the semester.

References:

**UGA Academic Affairs Policy Manual, Section 1: Faculty, 1.12 Leaves**  
<https://provost.uga.edu/policies/academic-affairs-policy-manual/1-12-leaves/>

**Request Forms – UGA Academic Affairs**

<http://provost.uga.edu/index.php/faculty-affairs/faculty-leave-request-procedures-and-forms/>

**Board of Regents, 802.0804 EDUCATIONAL AND PROFESSIONAL LEAVE**

<http://www.usg.edu/policymanual/section8/>

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