**Leaves for Professional Advancement for the**

**Benefit of the College**

**Submission deadline: March 18, 2011**

**Description:**

Leaves for professional advancement may be made available each year to members of the faculty and non-teaching professionals. The objective of such leave is to increase each person's value to the College in relation to the annual College goals, and thereby improve and enrich its program(s).

**Definition:**

"For the Benefit of the College" means improving the College's ability to achieve its Mission and/or to fulfill its Strategic Plan, which would likely involve:

* Improving the ability of one or more employees to perform their current, or likely future, duties to support the College Mission or Strategic Plan, OR
* Improving the ability of the College to attract resources to support its Mission or Strategic Plan, OR
* Completing tasks that directly support the College's Mission or Strategic Plan.

**Eligibility:**

Per contractual language: six years of service completed before leave commences, or six years completed after any previous Leave for Professional Development before next leave commences.

**Criteria for the Award:**

* Leaves are granted for study, formal education, research, writing, or other experiences of professional value. Leaves for professional advancement may be granted for a period of one year at rates not to exceed one-half salary or for a period of one-half year at rates not to exceed full salary.
* Degree of the activity's benefit to the College:
  + Relates directly to the College's Mission and/or Strategic Plan.
  + Improves the employee's knowledge and skills for his/her current MCC position, discipline, or both.
  + Enables the performance of tasks that benefit the College's operations immediately or in the near future.
  + Enhances the reputation of the College, our faculty, and staff.
  + Contributes to the professional growth of the individual or improves his/her work as a faculty member or professional.
  + Provides additional credentials and/or expertise in the applicant's field or a closely related field.
  + Provides additional credentials and/or expertise needed to fill a void in the curriculum at the college.

The following table can be used as a guideline for assessing benefit to the College:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **High Benefit** | **Some Benefit** | **Less Likely to Benefit** |
| **General Leave** | Activities that appear likely to assist the individual in his/her current college role or to broaden that role in a way that better meets the needs of the college; activities that seek to improve institutional/ departmental effectiveness. | Activities that may assist the individual in a next possible future college role related to his/her current role. | Activities unrelated to the employee's current or likely future college roles, or to improving institutional/ departmental effectiveness. |
| **Study/Educational Leave** | Study or credentials that help an employee become more effective in his/her current role, either individually or by impacting the effectiveness of his/her department or division. | Study or credentials that may help qualify an employee for a next likely role in a typical career path within MCC. | Study or credentials that enable an employee to seek a new position (within or outside MCC) outside of a typical career path within MCC. |
| **Writing Leave** | Writing original books or articles related to the employee's role at MCC, which are likely to be published beyond MCC and thus to enhance the reputation of MCC, or which are likely to be used within MCC to improve departmental/ institutional effectiveness. | Revising previously-published books or articles related to the employee's role at MCC, which are likely to be published again and thus to enhance the reputation of MCC, or which are likely to be used again within MCC to improve departmental/ institutional effectiveness. | Writing books or articles unrelated to the employee's role at MCC; or writing original books or articles related to the employee's role at MCC, which are not likely to be published beyond MCC nor used within MCC to improve departmental/ institutional effectiveness. |

**Application process:**

To be considered, applications must be submitted on or before **5:00 p.m. March 18, 2011,** and must include the following:

* A statement that outlines the program that the applicant intends to follow while on leave. The statement must respond to each of the award criteria (listed under "Degree of the activity's benefit to the College"). Applications that fail to address all of the award criteria will be considered incomplete, will not be considered for recommendation, and will be returned to the applicant.
* A commitment to submit a comprehensive "Leave for Professional Advancement Report." This report should be presented to the President of the College and the Chair of the Faculty Senate Professional Development Committee within three months from the date of return from the leave.
* A completed [Application Form (this link opens a PDF file)](http://web.monroecc.edu/manila/webfiles/FacultySenate/PDLeaveApp1.pdf) and 12 copies of all materials. Distribute one copy each to your department chairperson, your division dean, and to the appropriate vice-president. The remaining 12 copies should be submitted to the Chair of the Faculty Senate Professional Development Committee.
* Any expected supplementary income should be identified.
* A clear indication that the applicant intends to continue as a member of the faculty for at least one year of service upon return from the leave is required.
* Letters of support/commitment from outside or external constituencies that highlight and quantitatively define the commitment to the college in equipment dollars, students, or potential students should be included, if applicable.
* After candidates submit a complete application, the Faculty Senate Professional Development Committee will provide an opportunity for an applicant to meet with the committee to clarify any questions about his or her proposal.
* Each candidate will have a total of 15 minutes to meet with the committee. Ten of those minutes may be used for a presentation reviewing the following:
  + Brief review of what the applicant wishes to do and accomplish during the leave
  + Any preparatory work done by the applicant in advance of the leave
  + Anticipated outcomes of the leave that will benefit the college
  + How the applicant will measure/evaluate the benefit of the outcomes of the leave