

## Faculty Learning Fellowships and Professional Development Leaves

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### Philosophy

Brigham Young University-Idaho expects faculty to develop themselves academically and professionally. The University therefore provides faculty members with opportunities and resources, through 3-hour professional development leaves and Faculty Learning Fellowships, to achieve these important ends.

The spirit of these leaves and Fellowships is renewal and growth. Fellowship and leave projects rekindle academic passion and deepen the commitment to the art of teaching itself. With the help of Fellowships, faculty develop their abilities, broaden their understanding, and expand their currency in their disciplines.

While some projects directly impact students, other projects indirectly benefit students who, for years to come, enroll in classes taught by skilled and knowledgeable faculty. Through Fellowships, the faculty at BYU-Idaho become models for their students' academic and professional excellence.

### Policy

Brigham Young University-Idaho expects faculty members to apply for and take full advantage of annual professional development leaves and periodic Faculty Learning Fellowships for the purpose of improving skills, updating content knowledge, and becoming better instructors.

To that end, the University provides 3-, 6-, and 12-hour load reductions for a variety of important curricular and professional development projects. Successful projects will have demonstrable and significant outcomes that benefit students, faculty, programs, or departments. Outcomes are dependent on the leave type (3-, 6-, or 12-hour) and may include publications, course materials, presentations on campus or at academic conferences, or a variety of creative works and performances.

A faculty member on a full contract should apply for a 3-hour leave annually. An application for a 6- or 12-hour Fellowship may be submitted by a faculty member prior to the completion of his or her fifth year of continuous service. The actual 6- or 12-hour leave, once approved, will take place during the sixth year of service. Projects are generally completed in one semester, but two half semester leaves are permissible.

Faculty on reduced contracts have prorated opportunities for professional development leaves and Fellowships. These faculty are encouraged to apply for leaves when they fulfill the same load required of faculty on full contracts (see table page 8).

It is the institution's responsibility to arrange for the course and program coverage that will allow faculty members to engage in 3-hour professional development projects annually and in 6- or 12-hour Fellowships. However, we encourage individual faculty members to advise their chair in determining how courses can be best covered during their absence.

This document and the attached forms are the standard University application materials for Faculty Learning Fellowships.

*Policy Description*

- 1.1 Professional development leaves and Faculty Learning Fellowship projects are generally done in 3-, 6-, or 12-hour load increments and are generally completed within one semester. Two six-hour Fellowship leaves are also permissible.
- 1.2 Acceptable projects represent work beyond “normal” curriculum and professional development activities which are expected as a part of all faculty employment contracts (see table, page 7).
- 1.3 Each professional development project and Fellowship is strengthened to the extent that the project demonstrates benefits in one or more of the following areas:
  - a Benefit to students
  - b Benefit to faculty members
  - c Benefit to the department and institution
- 1.4 Projects focus on one or more of the following areas:
  - a Development of new curriculum; substantially revising current offerings; preparing to teach courses for the first time; or developing new classroom, hybrid, or online courses.
  - b Research related to your discipline which directly fosters student learning in your courses.
  - c Mentoring student research which involves and benefits students in significant ways.
  - d Development of faculty in the area of the scholarship of teaching and learning. Projects may include qualifying for professional certificates or licenses, specific training in teaching, and the uses of technology.
  - e Research and writing in a faculty member’s content area.
  - f Creative endeavors (art, sculpture, performances, etc.).
- 1.5 Each project produces an approved, demonstrable outcome or product which can be shared with faculty and students. Outcomes for Fellowship projects may include the following:
  - a Teaching tools such as case studies, videos, teaching aids, etc.
  - b Textbooks, teaching materials, and student study guides.
  - c Journal articles, written reports, or books which improve teaching and / or represent beneficial research.
  - d Certification or additional licensure.
  - e Presentations to be given at conferences, exhibitions, shows, performances, on- and off-campus.
  - f Other approved outcomes or products.
- 1.6 A central repository within each college will be created to manage the products created through these projects. Written reports for Fellowships will be submitted to your college office at the completion of your project. A written report for 3-hour professional development leaves are also encouraged to be sent to the department chair.
- 1.7 Faculty are required to comply with university policies regarding compensation received from outside sources in connection with leaves.
- 1.8 Requests for leaves associated with advanced degrees should use this same form and should include your department chair’s and your dean’s comments (value of this program to the department) and signatures. However, the application is not reviewed by the college Faculty Development Committee, but is forwarded through the dean to the Academic Office.

## *Process*

- 2.1 Applications for a 3-hour professional development leave should be submitted 8 months (two semesters) in advance to your department chair, who approves the proposal.
- 2.2 Applications for 6- and 12-hour Fellowships should be submitted 16 months (four semesters) in advance to faculty peers serving on their college Faculty Development Committee. This lead time is necessary so department chairs can schedule course offerings. Exceptions to the lead time for application review are allowed, but should not be common.
- 2.3 Funding sources should be researched in preparing this application. Sources generally include the department, college, and Thomas E. Ricks Associates. Contact each of these offices for specific funding information and guidelines (for Thomas E. Ricks Associates information, contact the Department of Instructional Development at 496-1157).
- 2.4 The review process for 3-hour professional development leave projects is as follows:
  - a The faculty member submits the completed proposal / application to his or her department chair.
  - b The department chair either approves or denies the application.
  - c Denied applications are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals to their department chair.
  - d Note that some colleges require 3-hour proposals to be reviewed by the college Faculty Development Committee.
- 2.5 The review process for 6- and 12-hour Fellowship projects is as follows:
  - a After consultation with a member of the Faculty Development Committee, the faculty member submits the completed proposal / application to his or her department chair.
  - b After reviewing the Fellowship materials, the department chair either forwards the proposal to the college Faculty Development committee with his or her comments or returns the application to the faculty member for revisions.
  - c The college Faculty Development committee reviews all applications. This committee consists of appointed faculty representatives from each department in the college and chaired by the dean. The dean votes only in case of a tie.
  - d Denied applications are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals. Delays in this step may result in a delay of the proposed leave semester.
  - e Approved applications are forwarded to the administration's review committee. This committee consists of the President, the Academic Vice President and the Associate Academic Vice President for Instruction. Applications denied by the administrative committee are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals.
  - f Successful applicants and their department chairs are informed by the Academic Vice President for Instruction, so they can coordinate scheduling with department chairs.
- 2.6 Any intellectual or personal property produced in conjunction with Fellowship projects belongs to the University except as determined in the application materials prior to beginning of the project.
- 2.7 After completion of each Fellowship project, the faculty member submits a formal written report to his or her department for 3-hour leaves and to his or her college office for 6- or 12-hour leaves, describing the work completed along with a copy of any tangible outcome or product produced in conjunction with the project.

## Faculty 3-Hour Professional Development Leave Application

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Applicant Name:

Date:

Department:

College:

Working title for this leave:

General description of this leave project:

Department Chair's Comments:

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

Faculty Development Committee Comments (Note — submission of this application to your Faculty Development Committee varies by college — consult your dean's office to see if their approval is required):

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

## Faculty Learning Fellowship: 6 –12 Hour Application

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Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

My last 6 –12 hour leave was (semester / year): \_\_\_\_\_ Year hired: \_\_\_\_\_

Working title for this Fellowship project: \_\_\_\_\_

General description of Fellowship project:

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Please attach additional information about your project that includes answers to each of these questions:

- How does the proposed Fellowship benefit you, your students, your program, or the institution?
- What will be the specific products from this Fellowship? (include explanations of any teaching tools, materials, texts, presentations, publications, or displays that might be developed during the leave)
- What kind of public review, exhibition, presentation, conference, or performance is planned and what access will students have to that?
- What intellectual or personal property will be produced in conjunction with this Fellowship and what portion of that will become the property of your department and what remains your property?
- Does this involve other faculty (if yes, who will it involve and how will it involve them)?
- Does this involve students (if yes, explain type of student and the number that will be involved)?
- Describe how the products above will have a life beyond this leave (how do you plan to get these products into your curriculum or classroom and into the curricula and classrooms of your colleagues).
- Describe how this Fellowship will enhance your ability in the scholarship of learning and teaching.

Please list courses that you would normally teach during the proposed leave semester and provide suggestions for possible coverage (this is a University responsibility, but your input is helpful to your chair).

COURSES NORMALLY TAUGHT IN THIS SEMESTER

SUGGESTED COVERAGE

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Describe your anticipated resource needs and funding sources for this project:

DESCRIPTION OF EXPENSE

ESTIMATED COST

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Total:

FUNDING SOURCES

ESTIMATED AMOUNTS

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Total:

Faculty Signature:

Dept FD committee rep should review and initial here before submitting to college FD committee:

Department Chair Comments:

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Faculty Development Committee Comments: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

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*Send only pages 5 and 6 (and any detailed attachments) to your college Faculty Development committee. Please also note that the approval process takes some time to complete. From submission date to final approval can take up to six months. You will be notified by your dean of the final status and comments.*

# Faculty Development Guidelines

January 2011

<b>On-Going Faculty Development</b>	<b>3-Hour Professional Development Leaves</b>	<b>Faculty Learning Fellowship Leaves</b>
<p><b>Decision Authority</b></p> <p>Personal (no load release)</p> <p>Consultation with department chair is encouraged through an annual Professional Development Plan review</p>	<p><b>Decision Authority</b></p> <p>Department Chair</p> <p>Please note that some colleges require a review by the college Faculty Development Committee — please consult with your college dean’s office</p>	<p><b>Decision Authority</b></p> <p>President and Academic VP</p> <p>After review by college Faculty Development Committee and after recommendations from department chair and college dean</p>
<p><b>Curriculum and Professional Development Incorporated Within Weekly Activities</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>—Personal and campus sponsored activities that develop learning and teaching skills</li> <li>—Preparing to teach a course you’ve never taught</li> <li>—Reading professional journals and literature</li> <li>—Keeping current with emerging skills and technologies</li> <li>—Attending conferences or visiting industry sites</li> <li>—Changing to a new textbook</li> <li>—etc</li> </ul>	<p><b>Curriculum and Professional Development Requiring 3-hour Load Reduction</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>—Taking a campus course</li> <li>—Curriculum development for a new course (on-campus or online)</li> <li>—Significant mentored student research projects</li> <li>—Certification / licensure training</li> <li>—Performing skills maintenance</li> <li>—Research / writing projects</li> <li>—etc</li> </ul> <p><i>Note—Projects in these two columns should demonstrate measurable outcomes and products that benefit students, programs, and departments.</i></p>	<p><b>Learning Fellowship Leaves Requiring Semester or Half Semester (12-, 6-hour)</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>—Working for an extended period in industry or business</li> <li>—Pursuing advanced degrees</li> <li>—Major writing projects for classroom and publication purposes</li> <li>—Programmatic changes requested by the University—especially those spanning multiple courses</li> <li>—etc</li> </ul>
<p><b>Time Calculations</b></p> <p>Included in contract</p>	<p><b>Time Calculations</b></p> <p>13.5 weeks x 45 hrs = 600 + hrs          600 hrs ÷ 12 hr load = 50 hrs          50 hrs x 3 load hours = 150 hrs          150 hrs ÷ 13.5 weeks = 11 + hrs          11 hrs ÷ 5 days = 2.23 hrs / day</p>	<p><b>Time Calculations</b></p> <p>Full semester leave:          13.5 weeks x 45 hrs = 600 + hrs</p> <p>Half semester leave:          13.5 wks x 22.5 hrs = 300 + hrs</p>

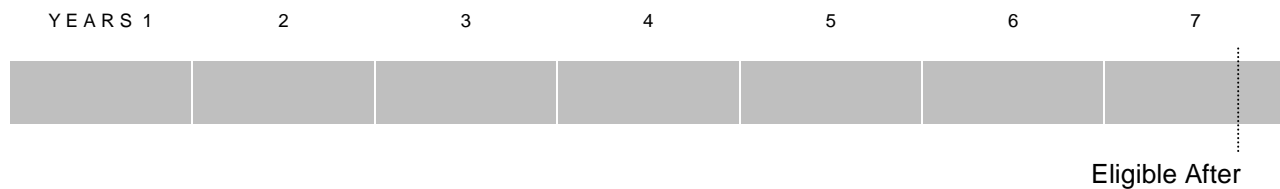
# Faculty Learning Fellowship

Calculations for 3-Hour and Learning Fellowship Releases by Contract Type

Contract Type	Annual Teaching Load (hours)	Fellowship Eligible After (years)	Fellowship Eligible After (load)	3 Hour Release Eligible During (years)	3 Hour Release Eligible During (load)
100%	36	5.00 years	5 years	1.00	Annually
92%	33	5.45 years	5 years + 15 load hours	1.09	1 year (33 hours) + 3 load hours
83%	30	6.00 years	6 years	1.20	1 year (30 hours) + 6 load hours
75%	27	6.67 years	6 years + 18 load hours	1.33	1 year (27 hours) + 9 load hours

Note—3-hour releases are available to all full-time faculty for professional and curriculum development projects and are not affected by University on-line course development assignments.

Sample Graphic for Learning Fellowship Eligibility | 75% Contract



Sample Graphic for 3-hour release | 75% Contract

