

**RINGLING COLLEGE OF ART AND DESIGN
FACULTY PAID PROFESSIONAL LEAVE GUIDELINES**

Eligibility:

Per Faculty Handbook Section 2.12.8: *Any full-time faculty member with six years continuous full-time service at Ringling is eligible to submit a proposal. Such a leave will not be granted to the same person more than once every six years.*

Proposal Package Guidelines - To Be Completed by Faculty:

- I. Cover Sheet to Include:**
 - a. Applicant Information
 - b. Proposal Abstract (250 words or less)
 - c. If Technological Support is required, the Faculty member must consult with the Director of Institutional Technology about the feasibility of obtaining technical support during the leave of absence, and obtain signature on Cover Sheet. If Technological Support is not required, please skip this step.
- II. Current Vitae**
 - a. Information listing applicant's background and accomplishments relevant to proposed goals and successful completion of the project(s) during the professional leave of absence.
- III. Narrative to Include Each of the Following Points:**
 - a. Describe project goals and expected outcomes of proposed professional activity.
 - b. Describe what you plan to do and timetable for completion of the project.
 - c. Describe connection of project goals to teaching/learning and professional growth.
 - d. Describe impact of project: i.e., effect on instruction, student learning, scholarship, creative research, aims of the department/program and the strategic goals of the College.
 - e. Indicate how assigned courses and service responsibilities will be covered during the leave of absence. (discuss with department head or program director).

Review Process

- A.** Faculty will send complete *Proposal Package* to Department Head/Program Director for review.
- B.** Department Head/Program Director will review/endorse the Proposal Cover Sheet, and write a Letter of Endorsement. The letter should clearly address the merit of each proposal, any provisions for support provided by the department/program, and how the applicant's courses and service responsibilities will be covered during the proposed leave.
- C.** The Department Head sends the original, fully-signed Proposal Package, and the Letter of Endorsement to the Vice President of Academic Affairs no later than two weeks after the deadline.
- D.** Following Academic Affairs review of all documentation, the Vice President for Academic Affairs will make a recommendation to the President regarding all leave requests.
- E.** The President will make the final decision on all leave requests and notify applicants of the decision relative to their proposal.
- F. Final Report**

Faculty members receiving a professional leave are expected to provide a summary report, the semester immediately following the professional leave, and when appropriate a presentation/exhibition of the project outcomes. Any faculty member who does not submit a final report will not be considered for future professional leaves.