SECTION V
PROFESSIONAL DEVELOPMENT

This section details the professional development procedures, expectations, and policies, both in terms of supporting continuing/permanent appointment and promotion processes, but also in regards to continual growth as a professional staff member, teacher, and scholar. This section is maintained by the Office of the Provost and the College Senate Professional Development Committee.

V.A. PROFESSIONAL DEVELOPMENT

The College has set aside funds for faculty/staff professional development. The purpose of the Professional Development Fund is to give faculty and professional staff an opportunity to participate in activities that will enhance them professionally and that support the College planning goals and mission. Preference will be given to those requests that are supported financially by the individual and the School/Department/Division, and also to those requests that include written comments by the Department Chair and Dean for teaching faculty and by the appropriate supervisors for professional staff. While not a requirement, the Professional Development Committee would encourage a minimum of a 10% contribution from the individual requesting Professional Development Funds and a 20% contribution from the School (for faculty) or Department (for professional staff). Also, with regards to travel costs, state cars should be used if at all possible. If air travel is necessary, quotes from the Morrisville State College Travel Office are required.

The Application for Faculty/Staff Professional Development Funds must be completed and sent to the Vice President for Academic Affairs. A committee comprised of faculty and staff will review all requests for funds. The committee will meet during the first week in September through December, and February through May to review applications. Therefore the Vice President for Academic Affairs must receive all applications no later than the first day of the month.

V.A.1. Faculty /Staff Applied Research Program

The purpose of the Faculty/Staff Applied Research Program is twofold: provide faculty members with funding sources to conduct applied research directly related to classroom instruction, and improve the quality of education to Morrisville State College students. Abstracts for this program are collected during the Spring semester, and selected projects are announced during the end-of-year faculty meeting.

V.A.2. Morrisville State College Alumni Board for Instructional Improvement

Grants are provided to members of the College community to develop and implement projects which lead to the direct improvement of instruction on campus.

V.A.3. NYS/UUP Joint Labor / Management Committee

The committee is established in the current agreement between the State and UUP. The committee administers staff development funds through a number of award programs.

V.A.4. Individual Development Awards Program

Sponsored by the joint NYS/UUP Labor Management Committees, the Individual Development Awards Program is designed to support a variety of professional development activities by employees in the Professional Services Bargaining Unit. Awards of up to $1,000 are made to support a variety of activities such as, but not limited to, the following:

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- Research
- Curriculum or Instructional Material Development
- Workshops, Seminars, Conferences
- Tuition
- Grant Proposal
- Preparation of material for publication
V.B – FACULTY PROFESSIONAL DEVELOPMENT PROGRAM

The goal of the professional development program is to provide opportunities for non-librarian faculty to develop as a colleague, scholar, and mostly importantly, as a teacher at Morrisville State College. This program is supportive of the continuing appointment and promotion processes. It involves peer support, self-evaluation, and opportunities to learn from and share with other faculty members. As such, it is designed to be carried out in the spirit of collegiality. It does not replace existing administrative review nor any contractual requirements.

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<tr>
<th>YEAR OF SERVICE</th>
<th>FACULTY PROFESSIONAL DEVELOPMENT TIMELINE</th>
<th>CONTINUING APPOINTMENT/ PROMOTION TIMELINE</th>
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<td>5</td>
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<td>Portfolio Year- Prepare a portfolio (Section V.B.2)</td>
<td>Apply for Promotion to Professor based on established criteria (Section IV.C.4)</td>
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<td>14</td>
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<td>After 5 years as a Professor, eligible for Distinguished ranks (Section IV.C.1)</td>
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V.B.1 – Faculty Mentor

In the first year of employment, new faculty members will work with the faculty mentor. The faculty mentor is a faculty member with continuing appointment whose duties include helping all first year faculty adjust to employment at Morrisville State College. The mentor will be given a course release for at least one or two semesters during each academic year to carry out the duties listed below. This course release will be based on the number of new faculty each year and the faculty’s member teaching load (number of courses, number of preparations, total students, etc.). The mentor will be responsible for:

1) coordinating a new faculty/professional staff orientation day in cooperation with the Office of the Provost.

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2) meeting regularly (every three to four weeks) with each new faculty member over the course of the academic year to discuss issues and problems faced by new faculty,
3) meeting regularly (as determined by the mentor) with the new faculty as a group over the course of the academic year to provide presentations and discussions on topics specific to the needs of new faculty members such as advising, grading, and continuing appointment procedures and expectations. In particular, the peer mentor will help faculty with their Faculty Annual Report (FAR) and in preparing faculty for their first portfolio year,
4) providing at least one peer teaching observation for each new faculty member,
5) arranging presentations or presenting at the campus professional development conferences on issues of interest to new faculty, or otherwise working with the College Senate Professional Development Committee to arrange appropriate presentations for new faculty at these conferences.

V.B.1.a – Appointment of the Faculty Mentor

Every two years, the Professional Development Committee will solicit applications from interested faculty by March 1st. The committee will review the applications and make a recommendation to the Provost, who will appoint the faculty mentor for a two-year term. The Faculty Mentor should work closely with the College Senate Professional Development Committee in planning and assessing the mentoring program.

V.B.1.b – Assessment of the Faculty Mentor Program

The faculty mentor will be asked to assess their mentoring activities and provide a comprehensive report every year by May 1st. The report should be forwarded to the chair of the Professional Development Committee, the President of the College Senate, and the Provost.

V.B.2 – Portfolio Years

As part of the faculty professional development program, faculty are encouraged to take advantage of the portfolio years as follows:

Year 2 – The faculty member should prepare a preliminary continuing appointment portfolio for the third year review following the established criteria. It is understood that the faculty member will not yet meet the criteria for continuing appointment, but the portfolio should demonstrate the progress made to this point. The portfolio will be reviewed by the School Review committee which will make suggestions and comments. Criteria and timelines can be found in Section IV.A.

Year 5 – The faculty member should prepare a final continuing appointment portfolio following the established criteria. The portfolio should demonstrate that the faculty member has met those criteria. The portfolio will be reviewed by the School Review Committee which will evaluate the portfolio against the criteria and forward their findings to the School dean. Criteria and timelines can be found in Section IV.A.

Year 13 – The faculty member should prepare a promotion portfolio following the established
criteria in the year prior to applying for promotion to the rank of professor. The portfolio should demonstrate that the faculty member has met those criteria. The portfolio will be reviewed by the College Senate Continuing Appointment and Promotion Committee which will make recommendations to the provost. Criteria and timelines can be found in Section IV.C.

In general, during a portfolio year, faculty members are encouraged to consult with supportive colleagues who should comment on the portfolio, provide peer observations of teaching, and write letters of support.

V.B.3 – Faculty Annual Report (FAR)

Each year faculty members are asked to report on their annual goals in the three main areas of assessment (Teaching Effectiveness, Professional Service, and Scholarly/Professional Ability). The end of the year report will also contain goals for the following year. The report should be sent to the faculty member’s department chair by the announced deadline. The FAR form is located on the webpage of the Office of the Provost and on the College Senate Professional Development Committee webpage.

V.B.4 – Professional Development Conferences

One or more times a year, the College Senate Professional Development Committee will organize a professional development conference around items of concern to the faculty and professional staff. Attendance is encouraged, especially for those without continuing or permanent appointment. Presentation at the conferences are encouraged.

V. C – SABBATICAL LEAVE POLICY

Sabbatical leaves for professional development may be made available to members of the faculty who meet the requirements set forth below. The objective of such leave is to increase an employee’s value to the College and thereby improve and enrich teaching and learning for the benefit of our students. Such leave shall not be regarded as a reward for service, nor as a vacation or rest period occurring automatically at stated intervals. The number of sabbatical leaves awarded each year will be determined according to the number of sabbatical applications received and the anticipated ability of College resources to fund the approved sabbaticals.

V.C.1 – Purpose and Eligibility

Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value that will enhance college programs and the experiences of our students.

Faculty are eligible for a sabbatical leave if they: 1) have continuing appointment, 2) have completed at least six consecutive years of service with the College, and 3) have completed at least six consecutive years of service with the College since the date of return of their last sabbatical leave. In computing consecutive years of service for the purpose of this section, sick leave with salary shall be included. Unpaid leaves of absence and part-time employment shall
not be included, but shall not be deemed an interruption of otherwise consecutive service.

V.C.2 – Terms and Conditions

Sabbatical leaves may be granted for periods of one year at one-half the base annual salary rate or for periods of one-half year (fall or spring semester) at the full base annual salary rate.

Eligible employees on sabbatical leave may, with the prior approval of the provost, accept fellowships, grants-in-aid, or other earned income to assist in accomplishing the purposes of their leaves. In such cases, the Provost may adjust the sabbatical leave salaries to reflect such income. At no time shall the total salary received from both the College and the additional funding sources fall below that which the faculty member would have normally received as determined above.

Sick leave credits shall not be accrued or used during sabbatical leave.

V.C.3 – Application and Approval Process

Application for sabbatical leaves shall be submitted according to the timeline laid out in V.C.4. Late applications will not be considered.

Each application shall follow the procedures for applying for sabbatical leave and shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the faculty for a minimum of one year on return and stating that upon return, the applicant will submit to the Provost a detailed report of professional activities and accomplishments while on sabbatical leave. Faculty members are encouraged to present the findings, results, or other outcomes of their sabbatical leave at a professional development conference.

Consistent with provisions of this policy, the provost may recommend each application to the President as he or she deems appropriate. The president has the final authority to grant sabbatical leaves. Such leaves shall be reported to the SUNY chancellor.

The forms for this process – a request for sabbatical leave and an application for sabbatical leave – can be found on the Professional Development Committee page of the College Senate website.

V.C.4 – Application and Review Timeline

At the opening faculty/staff meeting, the provost notifies the faculty of the deadline for sabbatical leave proposals and gives the faculty an idea of the number of leaves available for the following academic year.

September 1st The faculty member will file a request for sabbatical leave with his/her department chair and dean by September 1st. The chair and dean will determine the feasibility of the leave in terms of timing and the curricular needs of the faculty member’s program. The chair and dean should work...
with the faculty member to develop a plan to make the leave possible.

October 1st  The request for sabbatical leave will be returned to the faculty member by October 1st. If the request for leave is denied, the denial should explain the denial and suggest as to how a sabbatical leave might be possible in the future or how the faculty member may meet his/her goals in other ways. If the request for leave is approved, the chair and dean are welcome to provide feedback on the preliminary proposal.

November 1st  A faculty member with an approved request for sabbatical leave will have until November 1st to develop a detailed application for sabbatical leave and to submit it to his/her chair and dean for approval.

December 1st  The dean and chair after meeting with the faculty member will forward the approved application for sabbatical leave to the Office of the Provost by December 1st. The applications are forwarded to the College Senate Professional Development Committee for review.

January 30th  The College Senate Professional Development Committee will review the applications based on their consideration of how the sabbatical leave will enhance the professional development of the faculty member in a way that will improve and enrich programs and student experiences on campus. The applications will be returned to the provost in ranked order by January 30th.

February 15th  Taking the recommendations of the Professional Development Committee into consideration, the provost will forward recommendations to the president for final approval by February 15th.

The president will announce the leaves to the campus and at a Faculty/Staff meeting. This should be done by the beginning of March.

V.D. GRANTS

The Morrisville College Foundation Office works closely with faculty/staff to assist in seeking outside funding sources for prospective projects, writing and submitting proposals and coordination activities of funded projects.

All grant applications must be submitted to the Executive Director of the Morrisville College Foundation for approval with the following:

A cover letter to be signed by the Executive Director and Chair of the Board of Directors.

The Narrative: The narrative should briefly and clearly describe the proposed project with the following components:

1. Describe the need or problem your proposal seeks to address.
2. Describe the target population (i.e. by geographic area, age, etc.) and the agency / organization’s experience dealing with the target population.

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3. Discuss the project’s objectives.
4. Describe what you believe would constitute success for the project.
5. Discuss the activities, strategies and/or methodology for achieving the project’s objectives and success.
6. Detail the expected outcomes (i.e. what will change as a result of your work) and be as specific as possible.
7. Detail your plan for monitoring and evaluating the proposed project.
8. Provide a proposed work-plan. Be specific about who will do what, making sure that the activities connect clearly to your objectives and outcomes. Also, please be sure that your work plan offers a time frame for when activities will be started/completed and clearly indicates project benchmarks.
9. If the proposed project entails a collaboration, please indicate the collaborative partners and the nature of the collaboration (i.e. describe how this collaboration is more than a cooperative effort). **Please include any required detailed Letters of Agreement signed by the appropriate college representatives. PLEASE NOTE: the Letters of Agreement must be specific to this project (please do not use Letters of Agreements from previous projects). Also, Letters of Agreement are NOT LETTERS OF SUPPORT. Rather, Letters of Agreement detail the roles/responsibilities of the collaborative partners, documenting how those involved in the collaboration will be held accountable.
10. The Budget: On a separate page, present a line-item budget reflecting all expenses and income for the project. Clearly identify how the funds will be used. Please also note other sources of funding that are being pursued.