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# Timeline for Submitting Applications for Educational Leave

Submitted by Clara Krug

8/31/2007

## **Discussion:**

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At this time, the Faculty Development Committee prefers not to make a motion, but to have senators discuss the possibility of revising the timeline for submitting applications. The deadline for submission for Spring is June 10 for notification by September 1. The deadline for Fall is January 10 for notification by April 1. The committee finds that these deadlines are inappropriate.

## **Rationale:**

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The Faculty Development Committee is a committee of the Faculty Senate.

## **Response:**

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9-12-2007: Discussion Only: Changing the timeline/dates for submitting applications for Educational Leave.

Clara Krug (CLASS) discussed a proposed change in application deadlines for Educational leave applications, noting that decisions for such leaves

1. Often occurs after class schedules have been set.
2. Notifications occur too late for the applicant to know whether he or she has the time off to use faculty research grant awards for such activity as travel to collections.
3. The present timeline is such that applicants have not been informed of the status of their applications by graduation day.

The committee proposed the following deadline:

For fall semester 2009: Application to the Chair would be September 15, 2008; notification by the Provost would be December 10, 2008. That would let the applicant who was successful have plenty of time to make an application for a research grant.

For spring semester 2010, so again, the 2009-2010 Academic Year: Application to the Chair would be September 15, notification by the Provost on December 10. The committee did not ask for a motion on this because we thought there might be a lot of discussion that would ensue and maybe the Deans' Council would want to talk about this also.

Richard Flynn (CLASS) said that he didn't like the idea of there being only one time per year to apply. Moderator Cyr (CLASS) asked Senators to send suggestions to the Provost and to Clara Krug, so that they can be discussed in other venues before coming to the Senate.

#### Timeline for Submitting Applications for Educational Leave

The deadline for submitting applications for Fall Semester educational leave is January 10 for notification by April 1. However:

1. Class schedules for Fall Semester are due well in advance of April 2008. That would let the applicant who was successful have plenty of time to make an application for a research grant.

For spring semester 2010, so again, the 2009-2010 Academic Year: Application to the Chair would be September 15, notification by the Provost on December 10. The committee did not ask for a motion on this because we thought there might be a lot of discussion that would ensue and maybe the Deans' Council would want to talk about this also.

Richard Flynn (CLASS) said that he didn't like the idea of there being only one time per year to apply. Moderator Cyr (CLASS) asked Senators to send suggestions to the Provost and to Clara Krug, so that they can be discussed in other venues before coming to the Senate.

#### Timeline for Submitting Applications for Educational Leave

The deadline for submitting applications for Fall Semester educational leave is January 10 for notification by April 1. However:

1. Class schedules for Fall Semester are due well in advance of April 1, before any applicant receives notification of the Provost's decision.
2. The deadline for submitting an application for a research grant is well in advance of April 1. However, a potential applicant will not know if he/she will have educational leave to conduct research until after that deadline.
3. Applicants do not necessarily know the Provost's decision on April 1.

The deadline for submitting applications for Spring Semester educational leave is June 1 for notification by September 1. However:

Class schedules for Spring Semester are due well in advance of September 1, before any applicant receives notification of the Provost's decision.

The Faculty Development Committee suggests a more appropriate timeline, the same deadline for Fall Semester and Spring Semester, September 15 of the previous academic year:

For Fall Semester 2009:

Application to Chair: September 15, 2008  
Notification by Provost: December 10, 2008

For Spring Semester 2010:

Application to Chair: September 15, 2008  
Notification by Provost: December 10, 2008

These two deadlines will allow department chairs more time to plan class schedules during the two semesters. Will they allow the applicants to meet the annual deadline for submitting a proposal for research funding?

A Question:

Were any applications submitted for a June 1, 2006 deadline? The Faculty Development Committee did not consider any between August 1 and December 31, 2006.