

on index


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TO: Dr, Marc Cyr, Chair, Senate Executive Committee
FROM: Bruce Grube, President 
DATE: September 28, 2007
SUBJECT: **September 19, 2007, Faculty Senate Recommendation:
Revision of the Educational Leave Policy**

Following review of the recommendation adopted by the Faculty Senate at the September 19, 2007, Faculty Senate meeting, as provided in your memo of September 20, 2007, I have approved the motion below.

MOTION: The Faculty Senate moves that each "college level review committee" (#2, #3) that reviews applications in the Educational Leave process be comprised of at least three faculty members and that these committee members have two-thirds or more of their workload in teaching.

In the section entitled "Process" in the Educational Leave Policy approved by the Senate at its October 25, 2005, meeting, Step #2 specifies that "[a]n educational leave policy recommended by the Department Chair is forwarded to a college level committee." Step #3 states that "[t]he college level committee forwards proposals along with its recommendations to the Dean for consideration." However:

Not all colleges have such a committee. Instead, the Dean or another college level administrator receives applications from the Department Chair. This means that only one person at the college level may read applications and that the Dean may sign his/her approval of an application twice, once as chair of a college level committee that does not exist and once as Dean.

gm

c: Dr. Linda Bleicken
Dr. Amy Heaston
Ms. Candace Griffith

Revision to the Educational Leave Policy

The Faculty Senate approved the current version of the Educational Leave Policy at its October 25, 2005 meeting. The Faculty Development Committee (FDC) has submitted a two-part motion related to that policy to the Senate Executive Committee. The FDC provides the following rationale.

The FDC requests that the FDC be removed from the Educational Leave "Process."

In the section entitled "Process," Step #4 states that "Educational leave proposals recommended by the Dean are forwarded to a review committee appointed by the Provost." Step #5 states that "The university level committee forwards proposals along with its recommendations to the Provost."

The FDC has served as this university level committee. However:

1. It has no funds in its budget for educational leave.
2. Its recommendations to approve or not approve applications are not binding. It is the Provost (Step #6) who notifies applicants of his/her final decisions. The process does not include a step in which the Provost notifies the FDC of his/her decisions. These decisions may differ from those of the FDC.
3. Its participation in the process adds several weeks to the time frame and, therefore, prolongs the amount of time necessary to finalize decisions and to notify faculty members of the Provost's decision.
4. Its review of applications for Cycle 2 of Professional Travel Awards and applications for Summer Awards and the Provost's requirement that the FDC select the two recipients of the "Excellence Award" in early March means that it cannot consider applications for educational leave for Fall Semester until after Spring Break, the third week in March.

The FDC requests that the college level review committee that reviews applications be comprised of at least three faculty members and that these committee members have two-thirds or more of their workload in teaching.

In the section entitled "Process," Step #2 specifies that "[a]n educational leave policy recommended by the Department Chair is forwarded to a college level committee." Step #3 states that "[t]he college level committee forwards proposals along with its recommendations to the Dean for consideration." However:

Not all colleges have such a committee. Instead, the Dean or another college level administrator receives applications from the Department Chair. This means that only one person at the college level may read applications and that the Dean

may sign his/her approval of an application twice, once as chair of a college level committee that does not exist and once as Dean.

The proposed college level committee could replace the FDC (a committee comprised of faculty members elected by their peers) in the review process.