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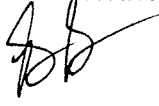
mailed 10/18/07

Georgia Southern University
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<http://welcome.georgiasouthern.edu/president/>

TO: Dr, Marc Cyr, Chair, Senate Executive Committee
FROM: Bruce Grube, President 
DATE: October 17, 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 requests that the Faculty Development Committee be removed from the Educational Leave "Process" and no longer serve as "a review committee appointed by the Provost" (#4) and "university level committee" (#5) reviewing applications.

The Faculty Senate approved the current version of the Educational Leave Policy at its October 25, 2005 meeting.

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.

gm

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

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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

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SENATE EXECUTIVE COMMITTEE REQUEST FORM

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SEC via campus mail: P.O. Box 8033-1

E-Mail: FSOffice@georgiasouthern.edu

REQUEST FOR AGENDA ITEM

Date submitted: 08/31/2007

TITLE:

Revision to the Educational Leave Policy

MOTION:

That the Faculty Development Committee be removed from the Educational Leave "Process" and no longer serve as "a review committee appointed by the Provost" (#4) and "university level committee" (#5) reviewing applications.

That each "college level review committee" (#2, #3) that reviews applications in this "Process" be comprised of at least three faculty members and that these committee members have two-thirds or more of their workload in teaching.

RATIONALE:

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

SUBMITTED BY: Clara Krug **PHONE NO:** 681-5695

E-MAIL ADDRESS: ckrug@georgiasouthern.edu

SENATE EXECUTIVE COMMITTEE ACTION

The SEC has responded in the following way to this request:

9-12-2007: From the Senate Executive Committee: This will be split into two motions for the September 19, 2007 meeting.

The first of these is the first paragraph in the current motion, and includes the beginning of the submitted item up through the numbered item #4 in the linked document.

The "new" item is the second paragraph under "Motion" in the submitted item, and the

rest of the linked attachment about college level committees reviewing the educational leave applications.

Revision to the Educational Leave Policy

9-19-2007 Minutes

10-17-2007 From Dr. Grube: 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 requests that the Faculty Development Committee be removed from the Educational Leave "Process" and no longer serve as "a review committee appointed by the Provost" (#4) and "university level committee" (#5) reviewing applications.

The Faculty Senate approved the current version of the Educational Leave Policy at its October 25, 2005 meeting.

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.

9-28-2007 From Dr. Grube: 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.

Please direct questions to [Bruce McLean \(bmclean@georgiasouthern.edu\)](mailto:bmclean@georgiasouthern.edu).

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Faculty senate contact is [Bruce McLean](#).

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.

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SENATE EXECUTIVE COMMITTEE REQUEST FORM

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SEC via campus mail: P.O. Box 8033-1

E-Mail: FSOffice@georgiasouthern.edu

REQUEST FOR AGENDA ITEM

Date submitted: 08/31/2007

TITLE:

Timeline for Submitting Applications for Educational Leave

MOTION:

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:

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

SUBMITTED BY: Clara Krug **PHONE NO:** 681-5695

E-MAIL ADDRESS: ckrug@georgiasouthern.edu

SENATE EXECUTIVE COMMITTEE ACTION

The SEC has responded in the following way to this request:

This was a discussion item on the 9/19/2007 agenda.

[Timeline for Submitting Applications for Educational Leave](#)

[9-19-2007 Minutes](#)

Please direct questions to [Bruce McLean \(bmclean@georgiasouthern.edu\)](mailto:bmclean@georgiasouthern.edu).

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Faculty senate contact is [Bruce McLean](#).

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.