

Doisy College of Health Sciences Developmental Leave Request Procedures*

The purpose of developmental leave is professional development and renewal. Full time untenured and non-tenure-track faculty members may apply for paid developmental leave as per *The Faculty Manual of Saint Louis University: Section H.12.e (as amended May 3, 2008)*. This Doisy College of Health Sciences (DCHS) policy on developmental leaves further delineates provisions contained in *The Faculty Manual*. This document is designed to supplement and clarify the discussion of Developmental Leave in *The Faculty Manual*, but not to replace it.

Application Process

A full time untenured or non-tenure-track faculty member desiring a developmental leave must submit an application to the DCHS Rank and Tenure Committee through his/her Departmental Chair (or Program Director, if applicable) or Dean if the faculty member is a department chairperson by the 1st of August. As an example, an August 1, 2019 submission deadline applies to leaves that are anticipated to start during Fall 2020, Spring 2021 or Summer 2021. Developmental leave application proposals must adhere to sabbatical and developmental leave guidelines as per *The Faculty Manual of Saint Louis University: Section H.12.d and H.12.e (as amended May 3, 2008)*. The length of developmental leave may vary. Typically, a developmental leave is 2-4 weeks, but may be up to one semester at full pay. Developmental leaves may include activities that enhance the teaching effectiveness of the faculty member. Members of the faculty interested in submitting a developmental leave request are encouraged to discuss the request with her/his Chair (or Program Director, if applicable) as early as possible. The Chair is to inform the Dean in writing of a faculty member's intent to apply for a developmental leave.

*For full time untenured or non-tenure-track faculty

Application Evaluation

The DCHS Rank and Tenure Committee will evaluate Developmental Leave applications using the following.

Project proposal

- Feasibility
- Appropriateness of the leave
- Value to the individual
- Value to the program/department
- Value to the Doisy College of Health Sciences
- Value to Saint Louis University
- Chair's letter which addresses the performance and competence of the applicant to undertake the leave plans, how the program will cover the responsibilities of the applicant during the leave, and whether any additional resources are necessary.

The DCHS Rank and Tenure Committee will support or not support the request as determined by a majority vote of members representing a committee quorum. The DCHS Rank and Tenure Committee will forward the application packet to the DCHS Dean. The Dean will make a support/nonsupport recommendation documented in letter format. The complete application packet, DCHS Rank and Tenure Committee recommendation and Dean recommendation will be submitted to the University Vice President of Academic Affairs who will make the final determination.

Application Timeline

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| August 1 | Faculty member submits Developmental Leave Application Proposal to the Departmental Chair (or Program Director, if applicable) or Dean as appropriate and indicated above (i.e., if faculty member is a Chair). If submission is to a Chair or Program Director, the Chair or Program Director is to notify the Dean in writing. |
| September 1 | Departmental Chair (or Program Director, if applicable) or Dean submits Developmental Leave Application Proposal to the DCHS Rank and Tenure Committee. The Chair/Program Director/Dean includes his/her letter of support/nonsupport. |
| September 15 | Chair of the DCHS Rank and Tenure Committee submits the Developmental Leave Application Proposal and Chair/Program Director/Dean letter of support/nonsupport to the DCHS Dean with the DCHS Rank and Tenure Committee's recommendation of support/nonsupport. |
| October 1 | DCHS Dean submits Developmental Leave Application Proposal and accompanying letters of support/nonsupport to the Vice President of Academic Affairs. |

Developmental Leave Application Proposal

The Developmental Leave Application Proposal of the faculty member should include the following:

1) Cover Sheet

Name

Department

Title

Date of initial appointment to full-time faculty

Date(s) of previous leave(s)

Period of leave covered by application

Abstract of current proposed leave plans (not to exceed 50 words)

2) Leave Plans (Project Proposal)

Submit a detailed statement of leave plans. Describe fully the activities in which you will be engaged (e.g., study, training, research, travel, teaching, writing). Goals and procedures should be clearly specified. Include, when possible, the time sequence for completion of individual segments in the plan.

3) Leave Affiliations

List foundations, institutions, or other organizations, if any, with which you will be affiliated during the leave period. Indicate the facilities and personnel of particular relevance to your application. Include a letter from the institution with which you are affiliating the arrangements that have been negotiated.

4) Qualifications for Project

Give background information concerning your previous professional, scholarly and teaching accomplishments, especially in the area relevant to the application.

5) Previous Leaves

Summarize the outcomes of any previous leave(s) and include a copy of your last leave report.

6) Bibliography

List your publications, teaching experiences, scholarship and creative work (as applicable) related to the leave plan.

7) Benefits to the University

Explain the value of the leave activities in terms of benefits to the University, Doisy College of Health Sciences, and Department following the leave period.

8) Letter from the Chair (and Program Director, if applicable)

The Chair (and Program Director, if applicable) will indicate whether s/he supports the application and will address the performance and competence of the applicant to undertake the project. The letter should also explain how the program will cover the responsibilities of the applicant during the leave period and whether any additional resources are necessary.