Seattle University
Junior Faculty Professional Development Grant Program

Program Description and Policies

1. Purpose. A professional development grant (PDG) program for tenure-track faculty has been hereby established at Seattle University (SU) for the purpose of supporting the progression of tenure-track faculty toward successful tenure review. The Junior Faculty PDG program seeks to enhance the academic quality of the university by supporting the faculty member's development of teaching and scholarly excellence during the formative years of his or her career.

2. Award. A PDG will provide the faculty member with either (a) course release for up to two courses during any one quarter of the academic year (to provide the faculty member with a zero teaching load for that quarter); or (b) a summer research stipend of $10,000 (the stipend shall be approved only in the most exceptional circumstances because the primary aim of this program is to provide the tenure-track faculty member with unencumbered and sustained time during the academic year to focus on his or her research and/or teaching). During the period of course release or stipend payment, a faculty member may not teach at SU or any another academic institution and is not otherwise eligible for other university programs of course release or summer stipend support unless such additional support is specifically pre-approved in writing by the Dean of his/her college/school and the Provost.

3. Eligibility. Any tenure-track faculty member at SU (other than one whose primary appointment is in the School of Law[1]) who has successfully completed his or her mid-probationary review and continues on his or her probationary period and intends to apply for tenure at SU may apply for the grant. Applicants will apply during the spring quarter of her or his third year of service and the award would be granted for her or his fourth year of service.

4. Timing of Award. If granted, the PDG award shall ordinarily be taken during the faculty member's fourth year of progression toward tenure review. This timeline may be varied by the Provost upon recommendation of the faculty member's Dean. In no event may the PDG be taken during the academic year in which the candidate applies for tenure.

5. Application and Approval Process. The Dean of each school and college shall establish a timeline and process for applications that conforms to the Provost's annual deadline for action noted on the Academic Affairs Deadline document. https://www.seattleu.edu/academicaffairs/policies/   In all cases, the process must include a written application (see application instructions at: https://www.seattleu.edu/academicaffairs/policies/ from the faculty member that (a)

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[1] The School of Law administers a parallel program under its Faculty Code with resource support from its budget.

describes the projects and activities that will be undertaken and how they will facilitate the candidate's progress toward a positive tenure review, and (b) that proposes a reduced teaching schedule (or summer research schedule) consistent with departmental and college/school instructional needs. Applications are approved by the Provost upon the recommendation of the faculty member's Chairperson (if applicable) and Dean.

6. <u>Reporting Obligation of Faculty Member</u>. Within 60 days of the conclusion of the release or stipend period, the faculty member shall submit to the Dean of his/her college/school and the Provost a written report detailing the accomplishments made during the release or stipend period.

7. <u>Conditions of Leave</u>. By accepting a Junior Faculty Development Leave, the faculty member also agrees to return to full-time instructional service at Seattle University for a full academic year following the end of the leave period. Except in extraordinary circumstances, failure to return to the University will require the faculty member to refund the full amount of compensation (salary and benefits contributions) paid during the development leave.

8. <u>Effective Date and Implementation</u>. This policy shall be effective September 23, 2009.