

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:006	Supersedes Policy Number: 2:006
Date: April 4, 2007	Dated: March 7, 2007
Subject: Faculty Professional Development Assignments	Mandatory Review Date: April 4, 2012
Initiating Authority: Provost	TBR Policy/Guideline Reference: A-052
Approved: <p style="text-align: right;">President: Signature on File</p>	

The purposes of the Faculty Professional Development assignments are:

- a. to enhance scholarship and the academic excellence of the University;
- b. to contribute to the professional growth of the faculty;
- c. to strengthen the University's total curriculum and to improve teaching across the University in ways that cannot be accomplished under the constraints of regular workload assignments.

To be eligible for a faculty professional development assignment, an applicant must:

- a. be a tenured member of the full-time teaching faculty, including department chairs,
- b. have completed seven (7) years in a professorial appointment at Austin Peay State University,
- c. be an Associate Professor or Professor, and
- d. demonstrate scholarly or creative performance in the faculty member's discipline.
- e. Under extraordinary circumstances, an exception to the above criteria for eligibility may be made for a faculty member. For the purpose of this policy, an "extraordinary circumstance" is one in which a professional development opportunity occurs for a faculty member that will not be made available during the faculty member's regular period of eligibility. In such cases, the faculty member shall submit a letter of special request to the Provost to apply for professional development assignment. That office must approve the request before the faculty member may proceed to the regular application process. Faculty professional development assignments that are granted under extraordinary circumstances are not to supplant normal faculty professional development assignment opportunities for applicants who have successfully completed the required process.

Applications must be submitted by, the first Tuesday in April to the department chair for the following Spring Semester or term, and shall include the following:

- a. statement of goals and objectives compatible with the statement of purposes for the program (as above)
- b. anticipated schedule of progress during the assignment
- c. resume of applicant's professional career
- d. if applicable, proof of acceptance by cooperating universities, approval by granting agencies, etc.

Each applicant is free to design and describe the project to best suit the field of study. An application cover page (for signatures of the chair and the dean) is required. The application will be submitted in electronic (Word or PDF) and paper format. The department of the applicant will provide a plan for instructional replacement using adjunct faculty.

A faculty committee composed of one faculty representative from each college, a dean and a department chair will be appointed by the Provost and designated as the Faculty Professional Development Assignment Committee. This committee will evaluate all applications and recommend recipients to the dean of the applicant's college and the Provost.

Upon completion of the assignment, each participant will submit a written report of the assignment activity to the President and forward copies to the Provost, the appropriate dean, the chair, and the Faculty Professional Development Assignment Committee. This report should include:

- a. a statement indicating the degree to which the objectives of the proposal were accomplished;
- b. evidence of work in progress or completed.

For units with faculty on 12-month contracts or schedules that do not coincide with the standard spring semester (e.g. Austin Peay Center at Fort Campbell, Library), the Provost, upon recommendation from the Assignment Committee, may authorize a leave that coincides with either part or all of the spring semester.

According to University regulations, the faculty member commits to provide to the University a minimum of three months of service for one month of full-time faculty professional development assignment. For faculty in instructional positions, this service requirement would be calculated per semester or term of full-time leave.

Published materials or performances that result from the assignment shall include acknowledgment of Austin Peay State University in the article, book, or public announcement of performance.

A recipient may apply again seven (7) years after approval of the first leave.

**FACULTY PROFESSIONAL DEVELOPMENT ASSIGNMENT**

**Application Cover Sheet**

*Applications must be submitted by the first Tuesday in April to the department chair for the following Spring Semester.*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

Spring Semester Year \_\_\_\_\_

I have reviewed this application and accompanying plan for instruction replacement (if needed), and I make the following recommendation:

Signatures	Check Recommendation		Date
	YES	NO	
Chair:			
Dean:			
Chair, FPDA Committee:			
Provost:			
President:			