

## Department of Allied Health Sciences Faculty Development Leave Program

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### **Overview**

The DAHS Faculty Development Leave Program (FDL) is initiated to facilitate successful activities that align with the tripartite mission of the department: teaching, research, and clinical service. As such, this competitive program is designed to foster an energized and rejuvenated faculty body by affording protected time to pursue innovative and creative ideas and products that support elements of the tripartite mission. Further, this program should contribute to a stronger division/program and department. This program is directly aligned with the Policies and Procedures for Faculty Research and Study Leaves offered by the *UNC-CH Faculty Handbook* (<http://facultyhandbook.unc.edu/faculty-policies-and-procedures/>).

An ad hoc departmental committee to receive and review applications will be established to oversee the operation of this program. This committee shall consist of at least five faculty members representing most divisions and the various functions of the department (i.e., teaching, research, clinical service). *At least one face-to-face meeting of the committee is required.*

### **Purpose**

Academic communities thrive when members achieve their highest potential and function at their highest levels. Cultivation of individual excellence serves as the catalyst for group excellence when academic communities invest in the professional development of talented and committed faculty. The purpose of the DAHS Faculty Development Leave Program is to strengthen our academic community through the development of talented faculty as they explore new avenues of creativity and productivity. The policy permits faculty to refresh and grow, and by doing so enriches the department's multiple missions. With the overarching goal of promoting faculty success that will further enhance the Department of Allied Health Sciences, some general examples of FDL Programs are:

- Development of major research grant proposals (PI, Co-PI Center Grants, Program Projects, etc.)
- Advancement and innovation in teaching
- Broadened interest in a disciplinary field as well as cross-discipline interests (e.g., interprofessional education, interprofessional practice, etc.)
- Increased innovation and entrepreneurial activities in our clinical settings
- Acquisition of a new specialty/skill set

The FDL is *not* intended to provide an individual the opportunity to solely conduct research, write or deliver papers, author books, or accomplish other scholarly work.

### **Eligibility**

All faculty members holding full-time appointments are eligible to apply for a FDL. This includes both fixed-term and tenure/tenure track faculty in DAHS. This also includes Division and Program Directors (who will work directly with the Associate Dean and Chair on their FDL candidacy).

The FDL Committee will consider applications from interdisciplinary mini-teams (e.g., dyads, triads) with respect to efforts related to teaching, research, and clinical services that enhance our academic community. These latter opportunities should be carefully coordinated within and across divisions.

### **FDL Award**

The faculty member shall maintain his/her salary and benefits for that semester, or portion of a semester, in return for time away from typical semester-related activities. The costs necessary to pay for coverage of the responsibilities of the faculty member or mini-team during the leave will be awarded to the division/program for allocation in accordance with the specific faculty members roles and responsibilities for that semester.

### **Conditions**

A FDL may be taken for a time period of up to one semester. The duration and timing of leave will be informed by the nature of the intended activity and by considerations of departmental work-load coverage, as negotiated with the applicant's Division or Program Director(s).

Preference will be given to applications from faculty members and/or teams who have not received any type of faculty leave in the last seven years. This application should not limit the faculty member in terms of other leave applications (e.g., Pogue, Kenan).

In conjunction with University policy on faculty leaves, any faculty member who receives a DAHS FDL is obligated to return to the University and complete one full year of service. Failure to do so will require repayment of the salary and benefits that were provided throughout the duration of the leave.

Upon completion of the FDL, the faculty member must provide a presentation on their accomplishments at a faculty meeting or research forum event. No more than one faculty leave of any kind will may be granted within a seven-year period.

### **Deadlines**

Proposals are due by **November 1** for the following summer semester; **February 1** for the following fall semester; and **June 1** for the following spring semester.

### **Application Process**

Information will be sent out to faculty at the beginning of each semester for their consideration and the FDL policy and procedures will be available on the DAHS webpage.

The faculty member(s) wishing to apply for a FDL must discuss the proposed leave with his/her Division/Program Director(s) before submitting the necessary application materials. Faculty members are encouraged to plan early so that the necessary arrangements can be made with the division director(s), clinic director(s), etc. well in advance.

For Division/Program Directors, it will be necessary to meet with the DAHS Chair to discuss the proposed leave and to make sure that the timing is right for any particular faculty candidate. The Division/Program Director(s) or Chair should: (1) Assess the importance of the leave request, not only to the faculty member(s) but also to the division(s)/program(s); (2) Assess the prospects for success of the leave; (3) Make accommodations for instruction, service assignments, clinical services, etc. in the member's absence; (4) Work out with the faculty member(s) a method of evaluating accomplishments during the leave which should be measureable and objective, and this should be included in the faculty member's FDL application. Further, the division/program director(s) or chair is expected to work with the faculty member(s) to decide under what conditions and when a leave can be taken. Upon approving the faculty member's proposed leave, the division/program director(s) or chair should provide a signed letter of endorsement for the proposal, which must be included in the application. Suggested letters of endorsement can be found on the DAHS webpage.

The application packet, along with the plan showing how assignments will be covered and the cost of covering those assignments, if the leave is granted, should then be submitted for review to the Chair and Associate Chair for Administration.

**Applications that are not accompanied by a Division/Program Director letter of endorsement will not be reviewed. For Division/Program Directors applying for leave, they must attach a letter of endorsement from the DAHS Chair.**

### **Application Procedures**

Every application must include the following information in the order given. Please use an outline format with the organizational headings shown, and include all information that is requested. All applications must use a 12-point font and be singled-spaced with 1-inch margins. Each section shall be uploaded separately utilizing a Qualtrics survey.

- *Leave Abstract (~250 words)*
  - Provide a brief paragraph that concisely captures the project's concept and associated activities.
- *Leave Purpose/Justification (1 page)*
  - Provide a brief description of the goals and objectives of the project. Indicate the justification(s) for the project, including how it will promote improved faculty performance.
  - If you have secured external funding for this leave, please include it in your justification
- *Leave Description (3 pages)*
  - Timeline

- Provide anticipated expenses and projected budget that may be incurred during your leave (e.g., plane tickets, hotel costs, conference registration).
- Provide a description of the project you plan to complete.
- If leave is to be spent away from UNC, indicate and justify the location of the project. Explain why the location is particularly appropriate for your project. Include copies of brochures and/or arrangement letters with the application.
- *Leave Outcomes (1 page)*
  - List specific, measurable outcomes expected from the project.
  - Preference will be given to tangible products that will improve the division or department functions (e.g., development of a new clinical service, development of a new course that will increase student enrollment, a major research grant application, etc.).
- *Applicant Biosketch (e.g., NIH Biosketch or abbreviated SOM CV) (3 pages)*
  - Applicant Name
  - Educational Record (degrees/dates)
  - Employment Record (past three positions & dates)
  - Honors/Awards (list three most significant and dates)
  - Grant history (past five years)
  - Research/Creative Activity (list past three years and numerical career summary)
  - Teaching history (courses past three years; designate new and significantly revised courses)
- *Attachments*
  - Division/Program Director Endorsement Letter (required)
  - Other Endorsement Letter(s) (if applicable)
  - Brochures/Letters of Arrangement (if applicable)

All FDL applications are screened by the FDL Chair to ensure that each contains all required information, endorsements, and signatures. Completed proposals are shared with the Faculty Leave Selection Committee, an ad hoc Committee of the Associate Dean and Chair, for the committee members' review and evaluation. The Committee makes recommendations of approval for funding based on merit.

The Associate Dean and Chair evaluates the recommended applications together with the plans and recommendations from the Division/Program Director(s), and then notifies the successful candidate's Division/Program Director(s) of the amount of FDL funds that will be allocated to his/her division(s)/program(s) to cover the leave. Faculty member(s) are notified by the Associate Dean and Chair regarding approval of leave applications.

### **Evaluation Criteria**

Proposals will be evaluated according to the following criteria:

- **Application Procedures.** Did the applicant follow the correct application procedures in preparing the proposal? Has all of the requested information been

included in the proposal packet? This includes all letters of endorsement, letters of arrangement, and signature of Division/Program Director on application.

- **Clarity of Goals.** Are goals clear, logical, and specific? Are goals appropriate to the Faculty Development Leave? Are goals realistic? Are goals mission specific?
- **Potential for Professional Development/Renewal.** Proposals must specify new skill development and/or product development in the teaching, research, or clinical setting. Does the proposal hold promise of enhancing or revitalizing the applicant's professional development? Preference will be given to proposals indicating specific and unique development beyond normal faculty responsibilities. Is the application mission specific and address and/or enhance a division and/or departmental need/objective?
- **Outcomes.** Are the outcomes innovative and can they be measured? Do outcomes justify the leave? Do outcomes promote development/renewal?
- **Feasibility.** Does the applicant's background indicate the likelihood of successfully accomplishing the proposal objectives?
- **Potential Institutional Benefit.** Does the proposal indicate promise of potential benefit to students, colleagues, division, department, and/or the larger university community?

### **Application Feedback**

Upon written request, application feedback will be provided by the FDL Chair to applicants that were not selected for the FDL Award. Feedback will only be provided after the semester that the awardee has been publically announced by the Associate Dean and Chair.