TO: President’s Cabinet
   Council of Deans and
   Special Leave Committee

FROM: Terry S. King
   Provost and Vice President
   for Academic Affairs

DATE: September 2, 2014

RE: Special Assigned Leave with Pay

Attached are copies of the Special Assigned Leave with Pay Guidelines to be shared with faculty. The University Special Leave committee chairperson will be named in the coming days. A follow-up email with the name and contact information will be sent to you as soon as possible.

Please encourage applicants to review the document carefully. To assure consideration, applicants should note the following deadlines:

Monday, October 27, 2014, by 5:00 p.m. – Completed application forms must be in the hands of the applicant’s department chairperson or school director. Applications will not be accepted after October 27, 2014, 5:00 p.m.

Monday, November 3, 2014, by 5:00 p.m. – Applications, recommendations, and comments, submitted by the chairperson/director, must be received by the College Dean. Chairpersons and Directors MUST include a statement of how the applicants load will be covered. If more than one applicant from a unit, applicants must be ranked.

Monday, November 10, 2014, by 5:00 p.m. – Complete applications, comments and the recommendations must be received by Angie Zahner, Office of the Provost.

If you have any questions or need additional copies of the guidelines, please contact my office.

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Attachments
SPECIAL ASSIGNED LEAVE WITH PAY PROGRAM
AT
BALL STATE UNIVERSITY
FOR AY 2015-2016

I. PURPOSE

The purpose of the special assigned leave with pay program is to enable the faculty and professional personnel to carry out with increased effectiveness teaching, scholarly productivity, and public service.

II. ELIGIBILITY

All tenured and tenure-track faculty and those professional personnel (including contract coaches) who are in their fifth or subsequent year of full-time employment at the University are eligible to apply for a special assigned leave with pay. An individual may not receive a special assigned leave with pay more than once within any five-year period, but may apply for his or her special assigned leave with pay during the fifth year of full-time employment or fifth year since a previous special assigned leave with pay.

III. COMMITTEE COMPOSITION

The membership of the Special Leave Committee shall consist of the following: Seven tenure and tenure-track faculty members, one elected from each college, for staggered two year terms. The Provost and Vice President for Academic Affairs, ex officio, or a designee, will be a non-voting member of the Special Leave Committee. Any applicant for Special Leave will not be eligible for membership on the committee during that year.

IV. APPLICATION PROCEDURES

Copies of application blanks and contract forms should be obtained from the appropriate dean’s office. In order for an application to be considered, the application forms must be completed and in the hands of the applicant’s department chairperson on or before 5:00 p.m. on the fourth Monday in October in order to assure consideration for the subsequent academic year. Special assigned leaves with pay are recommended by the Special Leave Committee to the Provost and Vice President for Academic Affairs, who in turn makes his or her recommendations to the President. The President presents his or her recommendations for special assigned leaves with pay to the Board of Trustees. Applications will be processed as follows:
1. Applicants must file the original copy of the application, departmental comments, and comments and recommendations of the College Dean (with the original on top) with the department chairperson or, if the applicant is a professional personnel member, with the University officer. Application must include:

1.1 SPECIAL LEAVE APPLICATION COVER SHEET (*Please type*)

1.2 CURRICULUM VITAE (not to exceed 6 typewritten pages)

1.3 APPLICATION FOR SPECIAL LEAVE (not to exceed 6 double-spaced typewritten pages)

The original must have COMMENT FORMS attached.

In the event that an individual has major responsibilities in two departments or administrative units, he or she should file a copy with each department chairperson or immediate supervisor involved.

2. Within five (5) school days after the fourth Monday in October, the department through the chairperson will review the applications and, with suitable comments, will forward recommendations, applications, and comments to the College Dean. Comments must include a statement of how applicants’ load will be covered if the leave is granted. Recommendations must include a ranking if more than one applicant.

3. Within ten (10) school days after the fourth Monday in October, the College Dean will forward the original of his or her recommendations, applications, and any comments to the Office of the Provost. Applications will then be available to the chairperson and members of the Special Leave Committee via Blackboard.

4. The department chairperson, college dean or University officer, and Special Leave Committee will consider the following three factors (listed in order of importance) in forming their recommendations:

4.1 The nature of the proposed leave and its probable value to the applicant, his or her department, college, and the University in light of the leave purpose stated in Section I above.

4.2 The applicant’s service to the University (defined to mean teaching and curriculum development, departmental leadership, grants, research, publications, advising, committees and offices, community activities, participation in state, regional, and national organizations, and other activities which benefit or bring recognition to the University.)

4.3 The years the applicant has accrued since his or her most recent leave at the University.
5. After careful study, the Special Leave Committee will rank applications recommended according to the above criteria and will submit a general report to the Faculty Council. The report will contain the following elements:

5.1 A statement of the total number of applications filed;

5.2 Procedures employed by the Committee in accomplishing its work;

5.3 Certification that the policies outlined herein were followed in arriving at ranking of applications;

5.4 The Committee will not consider applications that do not follow all guidelines explicitly.

6. After acting on this report, the Faculty Council will instruct the Special Leave Committee to present the approved report by the day after the first Faculty Council meeting in Spring Semester, but no later than January 31, with rankings to the Provost and Vice President for Academic Affairs, who will consult with the President as to the total number of leaves to be granted. The Provost and Vice President for Academic Affairs and the President will honor the rankings submitted by the Special Leave Committee and report their recommendations to the Committee. The President is responsible for the ultimate recommendation concerning leaves that is made to the Board of Trustees and will announce those leaves that have been approved by the Board.

V. GUARANTEES

The person on such leave must agree in writing to return to the institution for at least one academic year or equivalent time if total leaves are of more than one year duration, or to return proportional leave payments to the University. This provision may be waived at the discretion of the President and Board of Trustees. The University guarantees the returning person the former position. This is interpreted to include teaching of the same courses taught prior to taking leave insofar as is possible. Persons on special assigned leave with pay for the academic year must indicate on or before March 15 their intention to return. Please remember that reports are due to the Provost within ninety (90) days of leave completion.

VI. TIME-AND-PAY COMBINATIONS

Leaves with pay are taken as follows:

1. One semester at full pay or two semesters at half pay after five years’ service at the institution.

2. After such leave, computation of accrued time toward eligibility status begins anew with the Fall Semester of the next academic year.
VII. LEAVE PAYMENTS

Leave salary is paid in equal monthly payments, as is the salary of regularly scheduled personnel, or according to some other plan mutually agreeable to the University and the person going on leave. Specifications of manner of payment of leave salaries are included in the specified Leave Contract.

VIII. IMPLEMENTATION

Suggestions for orderly implementation of the program are as follows:

1. Whenever possible, leaves should be arranged when the class load is light in a department;

2. Other instructors should not be asked to carry an extra class load;

3. Well-qualified persons should be hired as substitutes. Graduate assistants should not be widely used for this purpose;

4. Hiring of substitutes for college courses should be at the lower salary levels whenever possible.

IX. CONTRACT STATUS

While on such leave, the individual is considered to be in the employ of the University and is entitled to all benefits accruing to personnel performing regular duties.

X. SPECIFIED LEAVE OF ABSENCE WITH PAY DOCUMENTS

Approved leave application and leave contract forms are provided by the University and must be used for any leave obtained under these arrangements. These forms are available in the office of the college dean.

XI. REPORT

Upon conclusion of the special assigned leave, an electronic report is to be filed within ninety (90) days with the department chairperson to be forwarded via the appropriate dean to the Provost and Vice President for Academic Affairs. Failure to file this report may jeopardize consideration of the person for further leaves.

XII. NON-USE OF LEAVE

Special Leaves shall be granted only in the year for which they are approved. Changes within the academic year shall be granted by the Provost and Vice President for Academic Affairs with the approval of the Department Chairperson and Dean.
FORMULA FOR SPECIAL LEAVES RANKING


A. **Applicable years since last leave:** Scale of 5 – 15

(Minimum of five points, maximum of fifteen, one point/year)

Definition: Years of Employment – Full-time tenure-track continuous years of service since the last special leave or since the date of regular employment, in cases where no previous leave has been granted.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Years of Employment</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>2015-2016</td>
<td></td>
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<tr>
<td>2014-2015</td>
<td></td>
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<tr>
<td>2010-2011</td>
<td>5</td>
<td>First year of employment or first year back after last leave to be eligible</td>
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<tr>
<td>2009-2010</td>
<td>6</td>
<td></td>
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<tr>
<td>2008-2009</td>
<td>7</td>
<td></td>
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<tr>
<td>2007-2008</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

B. **Vita** (Service to the University): Scale of 0 – 15

Applicant should present an up-to-date vita, not to exceed six (6) typewritten pages. All items in the vita must be dated.

Definition: refers to Teaching, Service, and Scholarly productivity which benefit or bring recognition to the University.

C. **Statement of Plan Score:** Scale of 0 – 70

**Purpose (30 points)**
- Clear explanation of field of inquiry
- Explained contribution of proposed leave to this field
- Impact – What is the effect of the work on your discipline
- Need for leave – what about leave makes this possible?

**Method (20 points)**
- Methodology is clear
- Demonstration of appropriateness of chosen methods
- Proposed timeline of leave activities articulated
- Demonstrated likelihood of ability to complete activities
Relevance (10 points)
- Clearly defined connection of activities to role (professional, instructional, and/or university)
- Evidence the contribution will advance defined role

Clarity (10 points possible)
- Language is clear and accessible to educated reader
- Writing conventions followed
- Clarity in communication
- Logical flow

\[ A + B + C = \text{Total Points} \]
APPLICATION FOR SPECIAL LEAVE
STATEMENT OF PLAN

A. **Purpose:** What do you want to do while on leave and why? What do you expect to accomplish with this leave?

B. **Method and Time Schedule:** Describe how you will accomplish your project. Include methodology if appropriate, location of proposed work, time schedule of events.

C. **Value to Ball State University:** Describe the relationship between your leave topic and your role at the University. What are your major roles at BSU? How will the proposed leave enhance your role or roles at the University?

[The Statement of Plan is a concise and complete statement written as clearly and specifically as possible. The entire Statement (Sections A, B, and C) should not exceed six (6) double-spaced pages. See Checklist for other format guidelines.]
AT FIRST DEADLINE (fourth Monday of October):
   TO DEPARTMENT CHAIRPERSON
      1. Copy of cover sheet, original vita and statement of plan
      2. Comment Form for chairperson
      3. Comment Form for dean

AT SECOND DEADLINE (5 school days after first deadline):
   TO COLLEGE DEAN FROM CHAIRPERSON
      1. Original of application, including completed chairperson Comment Form
      2. Comment Form for dean

AT THIRD DEADLINE (10 school days after first deadline)
   TO OFFICE OF PROVOST, SPECIAL LEAVE COMMITTEE FROM DEAN
      1. Original of application, including completed chairperson and dean Comment Forms

REQUIREMENTS
Cover page is the first page of the application (not counted in page total).
Vita is no more than six (6) typewritten pages; teaching, productivity, and service.
Plan is written so an educated lay audience can understand it.
Plan is no more than six (6) double-spaced typewritten pages.
Font is no smaller than Courier 12.
Margins are no smaller than 1”.
ORIGINAL PLAN AND VITA PRINTED USING ONE SIDE OF PAPER
No additional items or pages attached
References listed refer to essential information. (Committee can request a full bibliography.)
Collaborative leave applications must be submitted by each applicant and must state individual tasks, strengths, and contributions. (If applicants are in the same department or school, different leave semesters must be requested.)

FINAL REPORT GUIDELINES
Minimum of one page in electronic format and including a title page
Written so an educated lay audience can understand it
Font is no smaller than Courier 12.
Margins are no smaller than 1”.
Briefly summarize the leave objectives as stated in the application proposal.
How were the objectives accomplished? (What was the outcome of the leave period?)

Submit electronically to department chair or school director:
   Signed title page with signature lines for chair or director, and dean
   (Chair or director sends to dean…dean to provost’s office)

DUE TO CHAIR OR DIRECTOR’S OFFICE NINETY (90) DAYS AFTER CONCLUSION OF LEAVE SEMESTER(S)
COVER SHEET FOR SPECIAL ASSIGNED LEAVE WITH PAY

(Please type/print all information except signature)

Name ________________________________________________

Department: ____________________________ College: __________

Title of Proposed Leave Project: ______________________________________________________

Brief Description of Project: __________________________________________________________

_________________________________________________________________________________

Product to result from leave (manuscript, creative work, book, grant, media asset, etc.):

Special Leave is requested for (MUST CIRCLE ONE):
Fall Semester  Spring Semester  Full Year

Semester and Academic Year of most recent Special Leave with pay: _________________

Semester and Academic Year of most recent Leave without pay:_________________________

If you have taken no previous leaves, provide the number of years as a full time
 tenue-track faculty or continuing contract professional personnel: _______________

I have read the Rules and Regulations governing Special Assigned Leave with Pay. In applying
for this special leave of absence, I accept the conditions set forth in these rules and regulations
and agree to return to service with the University immediately upon termination of this leave and
to continue in service for a period of one academic year or equivalent time if total leaves are of
more than one year duration or to return proportional leave payments to the university. I
understand that I am to submit a report of my leave activities and this report is to be filed within
ninety (90) days with the department chairperson to be forwarded via the appropriate dean to
the Provost and Vice President for Academic Affairs.

_________________________________________  ______________________________
Signature  Date
DEPARTMENT COMMENT FORM for Applicant ____________________________
To be completed by department chairperson/school director (Please type)

1. I favor a special leave for this applicant.
   _____ strongly agree   _____ disagree
   _____ agree           _____ strongly disagree
   If disagree or strongly disagree, why?

2. I support the proposal itself.
   _____ strongly agree   _____ disagree
   _____ agree           _____ strongly disagree
   If disagree or strongly disagree, why?

3. Are there extenuating circumstances that either favor the proposal (e.g., the department has utilized time and effort in arranging for the leave) or disfavor the proposal (e.g., the department cannot function without the candidate next year)? Please explain.

4. How will the unit cover the absence if the leave is granted?

5. I would rank this proposal ____ out of ____ in the department.

Signature of department chairperson or school director ____________________________

Faculty and Professional Personnel Handbook, Special Assigned Leave With Pay Program

4.13 Within five (5) school days after the fourth Monday in October, the department through the chairperson will review the applications and, with suitable comments, will forward recommendations, applications, and comments to the College Dean.
COLLEGE COMMENT FORM for Applicant: ________________________________
To be completed by college dean (Please type)

1. I favor a special leave for this applicant.
   _____ strongly agree  _____ disagree
   _____ agree  _____ strongly disagree
   If disagree or strongly disagree, why?

2. I support the proposal itself.
   _____ strongly agree  _____ disagree
   _____ agree  _____ strongly disagree
   If disagree or strongly disagree, why?

3. Are there extenuating circumstances that either favor the proposal (e.g., the department has utilized time and effort in arranging for the leave) or disfavor the proposal (e.g., the department cannot function without the candidate next year)? Please explain.

Signature of college dean ________________________________

Faculty and Professional Personnel Handbook, Special Assigned Leave With Pay Program

4.14 Within ten (10) school days after the fourth Monday in October, the College Dean will forward the original of his or her recommendations, applications, and any comments to the Office of the Provost.