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## **2.8 Faculty Development**

To assist faculty members in improving performance in teaching, scholarly activity, and service, the University, through the Office of the Provost and Vice President for Academic Affairs, provides, subject to the availability of funds, a range of faculty development programs that may include provisions for travel; teaching improvement activities; alternate work from teaching; assistance in proposing and conducting unpaid research; support for publication, consulting, or grant activities; secretarial assistance; computer access; and other such institutional support as may be reasonably expected to enhance faculty development.

Sabbatical leave, with its provisions for educational leaves, represents a major form of faculty development. The leave is not granted automatically and considerations for approval shall include the totality of circumstances surrounding the requests, including but not necessarily limited to previous forms of institutional support.

Faculty development plans assist faculty members and the institution in designing, funding, and implementing faculty development programs.

### **2.8.1 Faculty Development Plans**

An individual Faculty Development Plan is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity, and service. This plan should respond to the missions, goals, and objectives of the Department, College, and University.

In consideration of the individual faculty member's priorities for professional growth and development, all academic faculty shall prepare and submit to the Department Head annual development plans that specify personal priorities in teaching or librarianship, scholarly activity, and service, as well as personal plans for promotion, tenure, and participation in faculty development programs. Department Heads shall submit these plans to their Dean.

### **2.8.1.1 Specificity of Plans**

While the format of development plans may vary by department or college, faculty members shall prepare annual development plans to be submitted to the Department Head for approval on or before November 10 for the succeeding calendar year. Plans shall specify

- a. those personal and professional plans and priorities related to faculty responsibilities in teaching, scholarly activity, and service;
- b. those strategies and activities designed to meet priorities, including proposed courses to teach, plans for scholarly activities and service activities;
- c. those institutional resources needed to support strategies and activities;
- d. those benefits expected to accrue to the department, college, and the University as a result of the strategies and activities;
- e. intent to apply for promotion or tenure in the subsequent academic year.

### **2.8.1.2 Department Head Responsibility**

On or before November 30, the Department Head shall meet with faculty members and Deans with Department Heads to discuss Faculty Development Plans; revisions in plans may occur as a result of this meeting. Copies of revised plans shall be retained by faculty members and Department Heads and, as appropriate, Deans.

The burden to initiate all application procedures rests with the faculty members in accordance with policies on promotion, tenure, and faculty development programs.