

Lima Campus Policies and Procedures for the Faculty Profession Leave (FPL) and Special Assignment (SA)

As part of a research university, the Lima campus strives to provide faculty with robust support for research activities. One important form of this support involves releases from teaching assignments, and sometimes from service assignments, to concentrate intensively on research. These releases are available in two forms: as Faculty Profession Leaves and Special Assignments.

The university's Board of Trustees (BOT) and Office of Academic Affairs (OAA) determine the primary guidelines, procedures, and restrictions for the research leaves. As of 2018, links to these policies are located at <https://oaa.osu.edu/policies-and-procedures-handbook> and <https://oaa.osu.edu/policies-guidelines-forms>, while the policies themselves are located at https://oaa.osu.edu/sites/default/files/links_files/facultyprofessionalleave_0.pdf and <https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf> (for the FPL) and at https://oaa.osu.edu/sites/default/files/links_files/specialassignment_0.pdf and <https://oaa.osu.edu/assets/files/documents/specialassignment.pdf> (for the SA).

Lima applicants, reviewers, and administrators are encouraged to begin with these OAA documents, which take precedence over campus policies; none of the university policies in these documents is repeated here. The purpose of this document is only to specify campus practices not included in the documents above.

The Professional Development Committee (PDC) conducts the peer review of all FPL and SA applications on the Lima campus. Working with the administration, the chair of the committee sets the application deadlines and determines how many course releases the campus has available based on the university's staffing formulas. This determination must occur at the beginning of the process since knowledge of the available number of course releases can sometimes influence the committee's recommendations. The chair then communicates to the entire faculty the deadlines and necessary application materials.

The application form is to include a section in which the applicant must provide a detailed explanation of the implications of the leave for teaching: how the instructor's courses will be cancelled, absorbed, or staffed, and what impact this will have on student progress toward degree. For multi-person programs, this explanation should be created in collaboration with the Program Coordinator, and if more than one faculty member from a program applies for an SA or FPL, the submission will take all scenarios into account. For example, if two faculty members apply for SA, faculty A in Autumn and faculty B in Spring, the plan will state how courses will be rearranged if only A is granted an SA, if only B receives an SA, and if both are granted the SA. For single-person programs, this explanation should be created in collaboration with the Associate Dean.

The PDC ranks the applications. Given the difficulty of comparing proposals across disciplines, the committee traditionally relies primarily on the first of the following criteria, but applicants are encouraged to take all of these criteria into account in preparing their applications:

- Faculty rank, time in rank, and timing of previous SAs and FPLs (relative to other applicants)
- Clarity of the project description, the specific objective for the leave, and the purpose of the project being undertaken
- The qualifications of the applicant to undertake the proposed study and the importance of the project to their professional development

The PDC forwards its rankings to the administration, and the Dean makes the final decision on all awards. If the Dean does not follow the committee's recommendations, then the Dean will schedule a meeting with the committee to review the reasons for departing from the recommendations and to explore ways to better support robust research activity on the campus.

Recipients of full-semester SAs that are for research purposes, like FPL recipients, are excused from service obligations, such as committee work and attendance at meetings. Since the Lima campus uses a duty roster to determine membership of the P&T Committee and the Urgents Committee, recipients of an SA (as well as an FPL) defer service on such committees for any year in which they have course releases. They will complete the scheduled service following the SA (or FPL) and then return to their former place on the duty roster. In other words, a leave will not result in less duty-roster service in the long run but will free faculty from such service during SAs (and FPLs).

Approved by Faculty Assembly, May 2018