Professional Development/Sabbatical/Short Leave Policies

Brigham Young University

FACULTY LEAVES POLICY

29 August 2005

PROFESSIONAL DEVELOPMENT LEAVE

Professional Development Plan

Professional development involves an ongoing plan to enhance professional expertise, increase creativity, and produce more proficient scholars and teachers. Professional development includes a balanced program of professional leaves, reading, improvement of teaching technique, innovative course development, creative work, research, artistic production and involvement in community service and/or activity in professional organizations. Upon returning from a Professional Development Leave, the faculty member is expected to provide a summary of his or her experience for the benefit of colleagues and other interested parties. Guidelines set forth by the department or college determine how and when this summary is to be presented.

Each faculty member should formulate a professional development plan. This plan may include Professional Development Leaves. The department chair should review the professional development plan as part of the faculty member s Annual Stewardship Interview. (See the Rank and Status Policy, Section 3.1.4.)

Granting of Professional Development Leaves

Generally, a Professional Development Leave is approved for up to one year. Under special circumstances, a Professional Development Leave may be extended. The faculty member is guaranteed employment at BYU at the conclusion of a Professional Development Leave, unless terminated for cause. A request for Professional Development Leave requires written justification for the leave and initial approvals at the department and college levels. (Refer to the Leave of Absence Application form.) After the initial approvals are obtained, the dean forwards the request along with the written justification to the Associate Academic Vice President Faculty who determines if the request should be submitted for final approval. Final approval is granted by the President and the Office of the Commissioner of Church Education.

Purposes of Professional Development Leaves

Purposes which may justify the granting of a Professional Development Leave include:

A significant extension of professional knowledge, experience, or skills beyond those already possessed in research, creative activities, informational competency, or teaching ability,

A renewal of professional knowledge or skills in the faculty member s field, Publication of scholarly or creative work or other exposure to an appropriately critical audience,

Attaining licensure, certifications, or an advanced degree recognized as the terminal degree in the faculty member s discipline, or one which would bring enhanced competence to the faculty member s assignment,

Opportunities for collaboration with scholars at other institutions or for consultation or employment at agencies or institutions which would enhance the faculty member s professional skills, stature, or productivity,

Opportunities for carrying out research or creative work at sites outside the university when this contributes to the quality of the work.

Written justification for a Professional Development Leave should include:

A description of the leave opportunity and its potential contribution to the expertise or productivity of the faculty member,

A description of the scholarly or pedagogical products likely to result from the leave,

A statement of likely benefits to the university, and

A detailed justification of any request for support funding.

Funding for Professional Development Leaves

University funding for Professional Development Leaves generally comes from budgeted funds allocated by colleges and departments. Leaves may also be supported with non-budgeted funds as appropriate.

Generally, a Professional Development Leave for one semester is funded by the university at full salary. Professional Development Leaves for two semesters normally are funded at half salary. … Short-term Professional Development Leaves, including leaves during Spring and/or Summer term, which do not take faculty members away from campus, may be approved by the department chair and dean without submitting a formal Leave of Absence Application form.

Professional Development Leaves for which a faculty member s salary is funded by an outside source should not also include salary funded by BYU. However, faculty may receive university support in addition to that provided by outside sources for salaries, travel, relocation, or project costs not funded by the outside source when such support will prevent financial loss to the faculty member. Occasionally, an arrangement may be considered where the university and the hiring institution share the cost of the salary for the faculty member. The university will make a reasonable attempt within policy and available resources to facilitate Professional Development Leaves judged to have merit. The object is to make the leave possible as an investment in the faculty member s professional development and productivity. It is inappropriate for the university to provide funding in addition to that available from outside sources if it results in a double salary, or in an unusual financial gain for the faculty member.

Benefits During a Professional Development Leave

Faculty members will qualify for full benefits during a Professional Development Leave approved and funded by the university. In cases where a faculty member receives salary and benefits from another institution during a Professional Development Leave, he or she should work with Benefits Services to make sure benefits can be fully reinstated without penalty upon return to the university. If a faculty member receives full or partial salary from another institution but not benefits, BYU benefits should be requested on the Leave of Absence Application form, and will normally be provided by the university. Time spent on Professional Development Leave will be counted as benefit credit for retirement purposes. Faculty members going on leave should contact Benefits Services to confirm whether the leave may impact their DMBA benefits.

Evaluation of a Professional Development Leave

Post-evaluation of Professional Development Leaves is essential. Each faculty member returning from a Professional Development Leave should submit a written report to the department chair. This report should refer specifically to the proposed objectives which led to the granting of the leave and show how and to what extent the objectives were achieved. Preferably, time in department meetings or special meetings should be given to report to the entire faculty of the department and other interested parties on the scholarly products and faculty development achieved as a result of the leave. Nevertheless, how and when the summary is to be presented should be determined by the department or college.

Rank and Status Implications and Salary Increases During Professional Development Leaves

As provided in the Rank and Status Policy, Section 4.5, time spent on Professional Development Leaves is counted as part of the probationary period leading up to the final review for CFS. Thus, a Professional Development Leave does not stop the clock, or alter the schedule of rank and status reviews. A CFS review will occur on schedule even if a faculty member is on Professional Development Leave during the time of the review. The faculty member bears responsibility to prepare and submit the required materials prior to or during the time of the leave. A review for rank advancement may occur while a faculty member is on leave. When a Professional Development Leave is granted for the purpose of pursuing a graduate degree, consideration for promotion in rank will be given after, rather than before, the leave. A faculty member going on Professional Development Leave will receive the same increase in salary base as if the faculty member were not on leave.

Conflict of Interest During Professional Development Leaves

A faculty member on Professional Development Leave remains an employee of BYU, and he or she is bound by university policy, including policy governing conflicts of interest. A BYU faculty member shall not accept tenure nor agree to a continuing employment relationship with another academic institution while on leave from BYU unless written permission to do so is given by the chair, the dean and the Academic Vice President. Otherwise, such an arrangement constitutes conflict of interest. (See the Conflict of Interest and Conflict of Time Commitment Policy.) To enter into such an agreement with another university without such written permission constitutes a resignation of the faculty member s continuing faculty status and his or her employment.

Subsequent Employment Requirement

A faculty member granted a Professional Development Leave is required to return to the university for one year of regular employment immediately following the leave. Faculty members who choose not to return for a minimum of one year employment immediately following such a leave will be required to reimburse BYU for all associated costs paid by the university during the Professional Development Leave. Additionally, in such case, the Professional Development Leave will be counted as Personal Leave and the period of the leave will not count as benefit credit for retirement purposes. The university, at its sole discretion, may elect to waive the subsequent employment requirement. Authorization to waive the requirement is granted in writing by the Academic Vice President.

Professional Development Leave Partial

While uncommon, occasionally a professional development opportunity arises which only requires a part-time commitment and allows the faculty member to remain in the local area. Under these circumstances, a partial Professional Development Leave may be appropriate. Often it may be granted by the department chair and approved by the dean without having to follow the formal leave application process. The granting of a partial Professional Development Leave only requires the same approval process as a regular Professional Development Leave if the faculty member will be away from campus for a period of more than two weeks during a semester or term. (See the subheading, **Granting of Professional Development Leaves** in the **PROFESSIONAL DEVELOPMENT LEAVE** section of this policy.) A partial Professional Development Leave does not stop the CFS clock. (See the Rank and Status Policy, Section 4.5.)

UBC LIBRARY GUIDELINES FOR HEADS & SUPERVISORS IN MANAGING AN EMPLOYEE'S DEVELOPMENT
Revised April 2009

A. WHAT IS EMPLOYEE DEVELOPMENT?

Employee development can be broadly defined as a learning opportunity that enhances an employee's knowledge or work performance, contributes to career progression or results in personal growth.

There are numerous methods available for learning. These include: conferences, workshops, coaching, web-based learning, secondments and temporary promotions, and experiential learning.

The benefits of employee development include opportunities which allow employees to increase their knowledge and skills to meet the requirements of their position, to contribute to career progression, to network to exchange ideas and advice with other specialists in their field of expertise, to gain knowledge that would enhance their ability to respond to workplace demands and to obtain greater personal enrichment.

For UBC Library, having all employees engaged in both professional and personal development means having employees who are, engaged in the workplace, knowledgeable, competent, poised for new position opportunities and able to be more effective in their positions.

The Library is responsible for ensuring that all staff have ongoing access to relevant training opportunities. Each Branch Head or Unit Manager is responsible for assessing the training needs of their employees for the coming fiscal year and allocating the funds to meeting these needs.

Library Human Resources' role is to support training by acting as a resource to staff, supervisors, Branch Heads and Unit Managers.

B. HOW ARE NEEDS FOR A LIBRARY EMPLOYEE'S DEVELOPMENT GENERATED?

Needs for employee development may be identified in several ways including:

1. Employee initiated
2. Library initiated as result of changes in the position or operational needs.
3. Library initiated as a result of the performance review process
4. Library initiated as a result of organizational change.

1) Employee initiated

These training requests may include learning opportunities such as:

- Development of new knowledge or skills to enable advancement and promotion. This new knowledge and skill set may or may not be directly applicable to their current position.
- Exploration of a field of interest that may enhance performance in the current position
- Enhancement of knowledge and skills and work performance
- Personal growth
- Enhancement of well-being and wellness.
- Networking
- Presentation at a conference

In general, recreational courses are not funded however, if there is a component to the employee's request that will enable the employee to better perform their duties, it may be supported.

2) Library initiated as a result of changes in the position or operational needs

Generally, UBC Library provides employees with specific training required to be competent in their positions as well as when their job duties have been impacted by technology upgrades or changes in policies and procedures. Examples of these training activities would include:

- Safety and job orientation,
- Library policies and work procedures,
- Software upgrades

Some of these training activities are library wide and some of them may be specific to a division or branch.

3) Library initiated as a result of performance review process.

During a performance review, an employee's performance in a number of areas is assessed, position objectives are reviewed from the previous year, and new objectives are set for the coming year. A few ways in which employee development will be identified as a result of the performance review process include

- While establishing objectives for the coming year, the supervisor and employee may identify that training will be required to meet the set objectives and a developmental plan for the coming year will be developed.
- During the assessment of the employee's performance there may be skill and knowledge gaps identified. Training may be identified that will assist the employee in being able to bridge these gaps.
- The supervisor may ask the employee to identify their particular goals with regards to skills development.

4) Library initiated as a result of organizational change

The Library may identify a need for education and training as a result of significant organizational changes. These may include:

- System wide implementation of new technology or
- Changes in organizational structure that significantly impact on work flow and
- Changes in procedures, roles or responsibilities of staff.

C. HOW IS EMPLOYEE DEVELOPMENT FUNDED AT THE LIBRARY?

UBC Library funds:

Through the annual budgeting process, the UBC Library reserves a specific amount of funding to staff training and development.

A portion of this budget is allocated to use for library wide training initiatives such as people-centered training programs, system upgrade training, health and safety initiatives, software changes, policy compliance training. Library wide training initiatives and the corresponding budget is administered through Library Human Resources.

Additionally, each branch or unit receives a budget amount for employee training based on an equitable distribution of the Library's remaining training budget. These funds are to address specific employee development needs within each branch and not intended for library-wide training.

Lastly, discretionary funds are available through each AUL to support requests when other funding sources are not available.

Generally, training that is initiated by UBC Library will be funded by UBC Library. Individual requests by employees for training funds are to be considered on a case by case basis and are funded either fully or in part by the branch/unit or AUL.

Other funding sources:

Additional sources of funding are available to employees through their respective association/bargaining unit funds. In order to access these funds, the employee must make application following the established guidelines as outlined.

Some general information about each fund is as follows. More detailed guidelines pertaining to each fund are available on the UBC HR website www.hr.ubc.ca/odl.

1) AAPS Professional Development Fund

- Available to M&P employees.
- Subject to availability of funds, a maximum of $750/employee per year (July 1 to June 30)
- Amount is pro-rated for part-time employees
- Employee must apply; applications cannot be made by the department.
- The employee's application is for reimbursement and must attach original receipts and include the supervisor's approval confirming that the application is eligible for professional development funding.
- Application is subject to UBC Human Resources review and authorization for reimbursement.
- To access funds, employee must follow procedures found at www.hr.ubc.ca/odl

2) 2950 Job Skills Training Program (JSTP)

- Available to CUPE 2950 employees
- Subject to availability of funds, a maximum of $1,000/employee per year (April 1 to March 31)
- Employee must apply for funding approval
- The application must include the supervisor's authorization
- Application is reviewed by UBC Human Resources who will provide approval of funding and notify the employee.
- This fund is administered centrally by UBC Organizational Development and Learning and funding for the Library may be capped at $20,000 per year depending on fund usage throughout the university.
- To access funds, employee must follow procedures found at www.hr.ubc.ca/odl

3) Faculty Professional Development Reimbursement Fund (PDR)

- Available to Librarians
- Entitled to $500/year (July 1 to June 30th) for expenses related to professional development
- Unused balance at the end of each year will be added to the entitlement for the next year up to a maximum three year accrual or $1500 maximum.
- Librarian must apply for reimbursement and must attach original receipts and include the supervisor's approval confirming that the application is eligible for professional development funding.
- Once approved, the Librarian will submit to Financial Services for reimbursement.
- Librarians must follow procedures found at www.hr.ubc.ca/faculty_relations/compensation/pdrfund.html

D. WHAT TO DO WHEN A TRAINING REQUEST IS RECEIVED?

Employees will be asked to submit their training requests to the Branch Head or Unit Manager. These requests should be in writing and include the following information:

- Type of training
- Dates the training
- Location of training
- Cost of the training – for example - registration fees
- Travel and accommodation costs
- Brief explanation on how taking this training will contribute to the employee's overall effectiveness and ability to perform their job

The Branch Head or Unit Manager will consider the employees request and provide approval to proceed, in considerations of the following factors:

- How will this support the employee's overall effectiveness and their ability to perform their job?
- How will this support the employee in building a set of transferable skills for career progression?
- Is the request part of the identified developmental plan as part of the performance review process?
- Is this training need something that will be addressed library wide?
- Does the branch have funding available to support the request?
- Will the employee be applying for funding through their respective development funds?
- Will the branch be able to meet its operational requirements if the employee attends training during normal working hours?
- Will the training be done on the employee's own time?
- If this specific request is not feasible, is there another way to meet the employee's need? Consider brainstorming with the employee regarding a different methodology, location or time.
- How often is this learning opportunity offered? i.e. quarterly, annually.
- Where is the learning opportunity offered? i.e. Locally, rotating host cities.
- Consult with Human Resources, AUL or employee's supervisor if required.
- Coverage in branch/unit

Managers will advise the employee of the status of their request for training in writing. It is the UBC Library's responsibility to balance staff needs to the ongoing financial and operational objectives. Staff, heads, managers and AULs are encouraged to discuss ways in which requests can be accommodated. If the training request is not approved, the reasons for not proceeding with the request must be fully shared with the employee.

E. HOW IS AN APPROVED TRAINING REQUEST PROCESSED? HOW ARE THE BILLS PAID?

Once a training request is approved, an employee may proceed with registration for the training activity. Procedures for registration will vary according to the training provider. In most cases, payment is required in order to reserve a spot.

For payment to external training providers, an employee may:

1. Arrange for payment through the Library Finance Department
2. Pay first and apply for reimbursement through the Library Finance Department

For courses offered by UBC through Organizational Development & Learning or Continuing Studies, payment may be made by a Journal Voucher (JV); again arranged through the Library Finance Department.

In all cases, requests to process payment must be accompanied with the following:

- Manager's written authorization to process payment
- Amount of cheque including applicable taxes
- Cheque payable to
- Complete address of where the cheque is to be mailed
- Include completed registration form if is to accompany the cheque.
- Any additional receipts relating to the training claim.

A photocopy of receipts should be retained for personal record

F. WHAT IS THE ROLE OF LIBRARY HUMAN RESOURCES IN DETERMINING TRAINING?

Library Human Resources is a resource to staff, supervisors, Branch Heads and Unit Managers with respect to training. HR supports employee development by:

- Scanning the Library environment and identifying library wide trends and patterns for skill development
- Planning, developing and implementing programs to meet demand or as part of regular a Library initiative for on-going staff development and support.
- Acting as a resource to staff and supervisors regarding available career training resources.
- Providing advice and consultation for needs assessment, performance review.

G. BRANCH/UNIT RECORD KEEPING AND FUTURE TRAINING NEEDS OF THE LIBRARY

Annually, each branch/unit is required to submit an employee development summary to Library Human Resources reporting all training and development activities for the April 1 – March 31 period. This information will be used to form the basis of an annual report to staff and to Senate; to track trends in training and development; to inform discussions regarding library-wide future training initiatives.

A standard form has been developed to facilitate this record keeping and is attached to this guideline. Each employee should keep this information for use by their manager in preparing the consolidated report. Alternatively, the Head or Manager may choose to centralize the record keeping activities.

GUIDELINES FOR DISBURSING THE LIBRARIANS' SUPPORT GRANT FUNDS
Approved by the Bloomington Library Faculty Council
March 19, 1990
Amended by BLFC December 4, 1991; July 14, 1993; August 14, 1996; July 3, 2000; April 3, 2002

Operational Guidelines:

1. The Bloomington members of the IULFC Sabbatical Leaves Committee shall constitute a Research Leave and Support Grant Funds Committee having responsibility for recommending awards from the Librarians Support Grant funds. Awards shall support research, professional development, and/or service. Teaching will not normally be supported, as tuition-producing courses are supported by the unit receiving the tuition income.

2. The term of service on this committee shall be the same as the term for the Sabbatical Leaves Committee. The Libraries' Fiscal Officer shall be advisory to the Committee.

3. Each year that there are funds to allocate, the Ruth Lilly University Dean of University Libraries shall inform the Committee of the amount of money available. The Committee shall invite librarians to prepare proposals for the use of this money and establish a deadline for receiving proposals and a calendar for reviewing them (hereinafter referred to as a funding cycle). Depending on the availability of funds, there may be more than one funding cycle in a calendar year. Currently there are four funding cycles, with deadlines **September 15, December 15, March 15, and June 15**.

4. The Committee shall review each proposal received and shall make recommendations for the amount of funding to be authorized. It is possible for the Committee to recommend partial funding for a proposal. The recommendations shall be delivered to the Ruth Lilly University Dean of University Libraries for implementation. Currently, the maximum award is $750.00.

5. The Committee shall be responsible for monitoring and reviewing the use made of funds awarded in previous years, asking for reports and documentation, as needed. The Committee shall notify the recipient of the deadline date, two years from the date of the award, by which the grant money must be spent. The Committee shall prepare an annual report and evaluation for BLFC.

6. Use of the grant money is restricted to the purpose(s) for which the Committee awarded it. The Committee shall follow all University rules and regulations regarding the allocation of these funds and the disposition of equipment as stated in the latest edition of the University's Research Policy Manual.

7. Any Committee member who plans to submit a proposal for funding may not serve as a Committee member during that particular funding cycle.

8. Applicants shall be notified within one month of the funding-cycle deadline regarding the disposition of their application. Whenever possible, applicants should submit a proposal far

enough in advance to allow them adequate time to make plans dependent on the outcome of the grant. Applicants should attempt to avoid applying for grants that are needed within one month of the funding-cycle deadline.

Eligibility Guidelines:

1. Only tenured/tenure-track librarians in libraries on budgets administered by the Ruth Lilly University Dean of University Libraries are eligible to apply for support grant funds.

2. When appropriate, applicants should demonstrate that other available funding sources have been considered and/or approached.

3. Applicants should fill out the Librarians' Support Grant Form. This form requires a description of the project, a detailed budget, a statement of the project for which funding is requested, and other supporting information, including reports for past librarians' support grants.

4. Applicants may include letters of support from individuals who are knowledgeable about their project and/or other supporting documentation. They should also demonstrate that their proposal has the support of the appropriate supervisor if it requires a special commitment of resources from the department or unit where the applicant works.

5. Upon completion of a grant, a librarian is expected to provide a brief report, copies of which should be sent to the Ruth Lilly University Dean of University Libraries, the Libraries Human Resources Officer, and the Chair of the Research Leave Committee.

Categories of Support:

1. Seed support to develop a larger proposal.

2. Equipment or materials.

3. Travel, including grants for: a) research, b) attendance to one-time workshops or institutes, and c) presentation of papers.

4. Publication subsidies.

5. Library acquisitions needed to support the project.

6. Other needs not defined above, such as copying, secretarial services, preparation of graphics for publications, computing services, registration fees for workshops, interlibrary loan costs, postage, and telephone.

Priorities for Awarding Librarians' Support Grant Funds:

The highest priority shall go to requests for grants that serve as seed money to generate larger-scale grants, awards, or fellowships; that assist librarians to establish their reputations; that are career-oriented in character; and/or that help the Libraries improve services. Multiple submissions within the same fiscal year will be accepted, but the second application must be made during the last funding cycle, i.e., for the May 15 deadline. If a second application is for an additional funding for a previous grant, it is important to indicate exactly what progress has been made in the meantime.

IUB LIBRARIES
GUIDELINES FOR RESEARCH LEAVE PROGRAM

Approved by the Bloomington Library Faculty Council: March 19, 1990
Amended by BLFC: July 14, 1993
Amended by BLFC: June 18, 1997
Amended by BLFC: July 3, 2000

1. The Research Leave Program is organized and run by the IUB Libraries as an internal program in support of the on-going research of librarians in libraries on budgets administered by the Ruth Lilly University Dean of University Libraries. The Libraries encourage the support of supervisors and colleagues in making research time available. The Research Leave Program is intended to aid research by IUB librarians by making research leaves available to them in suitable circumstances.

2. The Bloomington members of the Sabbatical Leave Committee serve as the IUB Research Leave and Support Grant Funds Committee. This committee reviews applications and makes recommendations to the Dean.

3. The question of coverage during the librarian's absence is handled in a way similar to the approach taken for sabbaticals — i.e., it is the supervisor's responsibility to make arrangements. The supervisor's signature on the Application for Research Leave attests that such arrangements have been made.

4. A research leave may be from two weeks to two months in length.
   A. Non-tenured librarians in a tenure-track position are eligible for up to five months of research leave in the period between appointment and application for tenure.
   B. Tenured librarians are eligible for up to seven months of research leaves, in addition to a sabbatical leave, within each seven-year period.

5. The Application for Research Leave is submitted to the librarian's supervisor, who signs (to denote approval of the proposal and the provision of adequate coverage) and forwards it to the appropriate administrator. The administrator prepares a recommendation and signs the form before forwarding the application to the Libraries Human Resources Officer, who distributes it to the Research Leave and Support Grant Funds Committee. The Committee makes its recommendation to the Ruth Lilly University Dean of University Libraries.

6. There are no deadlines for applications for research leaves. Nevertheless, it is strongly recommended that an application be submitted at least six weeks in advance of the proposed beginning date for the research leave, or in any case as far in advance as possible, to give time for the application to be processed and evaluated by all concerned.

7. The following information is used to evaluate the proposed research projects:

    a. Statement of objectives and general description of project.

    b. Method and plan of work.

    c. Significance of the project to the library profession or the specific field in which it is undertaken.

    d. Applicant's vita.

    e. Preliminary work completed and evidence that the project can be completed within the requested time.

    f. Plan for communicating results of the research to a local, regional, or national audience.

    g. Dates of requested leave.

    h. Reports from previous research leaves.

8. Upon completion of the research leave, the librarian must provide a brief report describing the progress of his/her research to the Chair of the Research Leave and Support Grant Funds Committee. The Committee chair shall forward copies of the report to the librarian's supervisor and the Libraries Human Resources Officer and shall also submit information from the reports for publication in ***IUL News*.**

Home > Department > Library Human Resources > Staff Manual: Staff Development

Staff Manual: Staff Development

Revised 12/05.

Policy

The Library Staff Development Program provides staff members with support for acquiring the knowledge and skills necessary to perform effectively in current and future assignments in the Library.

Staff development includes three components:

Orientation
: New employees are introduced to the unit and Library organization and working environment, and to the University.

Training
: Employees are familiarized with knowledge and skills necessary to perform specific responsibilities effectively.

Development
: Employees are introduced to broad concepts and general background and techniques necessary to assume new and higher level responsibilities and to respond positively to change.

Activities in the Program are both formal and informal. Typical activities include orientation sessions, training workshops presented in the Library, programs offered by the University Human Resources Development Office (HRD) or Information Technology Central Services (ITCS), and course-work supported through the Tuition Refund Program (see above).

Supervisors are responsible for developing training plans that provide structure and direction to their job-training activities. Samples of training plans from the University Library and from other libraries are available for supervisors in Library Human Resources. Copies of training plans should be distributed to the trainee as well as to others involved in the training program.

The Library Staff Development Program offers helpful and timely workshops in the Library. These workshops are conducted by Library staff members, HRD personnel, or other qualified persons and are announced in flyers and in the Newsletter. Persons interested in attending workshops offered in the Library should consult with their supervisors and register with Library Human Resources.

When a staff member requests support to participate in any staff development activity, the employee and the supervisor review information about the activity, and discuss what the person hopes to achieve by participating. This discussion provides an opportunity for the staff member and supervisor to determine the relevance of a particular activity, and after participating, its effectiveness.

Process

Activities Held In The Library

Employee

- Discusses the activity with the supervisor and identifies specific results desired from participation. (For example, in attending a workshop on writing effective instructions, a staff member may wish to develop skills in organizing and writing directions clearly.)

Supervisor

- Approves request (or explains denial).

Employee

- Registers for approved activity through Library Human Resources.

Note: An employee must notify Library Human Resources as soon as possible if he/she cannot attend an activity for which they are registered.

Activities Held Outside The Library (HRD & ITCS)

Employee

- Discusses the activity with the supervisor and identifies specific results desired from participation.

Supervisor

- Approves request (or explains denial).

Employee

- Completes the Request for Funding of Staff Development Activities Form and submits it to the supervisor.

Supervisor

- Completes the supervisor's section of the form and forwards the document to the Staff Development Officer for funding approval.

Note: The supervisor and/or attendee should not register themselves.

Staff Development Officer

- Reviews the request, considering the quality of the activity based on previous participants' evaluations, the cost of the activity, and the frequency of the activity's (or similar activity's) availability.
- Approves request (or denies request, so notifying the supervisor).

Staff Development Office

- Notifies staff member of approval and completes necessary registration paperwork.

Employee

- Attends activity.
- Submits a written evaluation of the activity to the Staff Development Office, 413 Hatcher North, within two weeks.

All Other Staff Development Activities

Employee

- Fill out Travel Request Form appropriately and obtain required signatures.

Tue, 12/02/2008 - 09:16 | Ken Varnum

Professional Development Leave
September 1991
University Libraries

Professional Development Leave is made available for */_all library staff members_/* who desire to enhance their professional status through scholarly pursuits, either by publication or through participation at professional meetings and con ferences. Although it is anticipated that staff members will also use their personal time for preparation, pressures of time and the scope of individual projects will often require the use of library work hours.

Professional Development Leave is defined as time required to complete work on one or more of the following:

1. A formal book-paper-article, chapter in a book--to be submitted for publication.

2. A formal presentation at a library related state, regional, or national conference.

3. Preparations involved with a committee assignment at a library related state, regional, or national conference.

For each staff member, a maximum of 10 days (80 hours) is made available each fiscal year. The time may be taken in blocks of not less than 2 hours and must be pre-arranged with the staff member's immediate supervisor and Department Chair, and be approve d by the Associate Dean for Administration.

The granting of Professional Development Leave assumes a responsibility on the part of the staff member for the completion of the particular project. Evidence of completion must be submitted to the Associate Dean for Administration by an agreed upon date . Failure to provide such evidence will influence the granting of any future requests for Professional Development Leave from that staff member.

Time Grant Program

Program for staff for release time to work on scholarly, writing or research activties

Time Grant Program

Supports research, writing and scholarly activities for libraries staff

Introduction

The University of Washington Libraries recognizes the value of research, writing and scholarly activities as of great benefit to the Libraries and to staff member development. In order to encourage and support such activity the Libraries offers a Time Grant Program to librarians, professional and classified staff members.

Time Grant Program Guidelines

Definition. A time grant is time during which a staff member or group of staff members is released from normal work duties and compensated at the regular rate of pay in order to pursue a goal of writing, research or other scholarly activity. Activities should be of benefit to the Libraries and result in a product, such as an article, bibliography, presentation or the like. If two or more staff members are working on a joint project, they may apply for time grants as a group. The time grant program is administered by the Libraries Staff Development and Training Coordinator.

Eligibility. Time grants are available to any staff member who has been employed at the University of Washington Libraries for a period of one year. Part time permanent employees are eligible for time grants. Temporary staff are not eligible.

Duration. Staff members may apply for time grants of various duration depending upon the individual activity. The total number of hours for a time grant will not exceed 240 hours. Applicants may apply for amounts and configuration of time that suit the scholarly activity and are in keeping with the needs of the work unit. For example, after consultation with a supervisor, one staff member might apply for a one week grant while another might apply for 8 hours each week for ten weeks. Time grants do not have to fall within one quarter, but may bridge more than one quarter.

Limitations. Time grants are not available to pursue a degree.

Use of Libraries facilities and resources. During the time grant, the staff member may use Libraries facilities, supplies, equipment, and services on a reasonable and occasional basis. The Libraries relies on the common sense and good judgment of the individual staff member to keep usage reasonable. Facilities, supplies, equipment and services that can be used judiciously include:

- Photocopying
- Postage and mailing
- Faxing documents
- Long distance telephone calls
- Use of workstation computer/printer
- Paper
- General office supplies

- Other resources as appropriate

Application procedures. A staff member may apply for a time grant at any time through the supervisory line to the appropriate Assistant or Associate Dean who will review the request and forward a recommendation to the Dean of University Libraries. An Assistant or Associate Dean who would like a time grant shall apply to the Dean of University Libraries. A copy of an approved time grant application will be sent to the Libraries Staff Development and Training Coordinator. Once an application for a time grant has been submitted, it must go through the entire process. A negative decision at any stage prior to review by the Dean does not stop the request from proceeding to the next stage.

There is no formal application form. A staff member(s) should negotiate the time grant with the immediate supervisor(s) and prepare a **brief** written request that includes:

- Staff name(s), job title(s), unit(s)
- Amount and configuration of time grant with beginning and ending dates
- Description of writing, research or scholarly activity
- Benefit(s) of the project to the Libraries and to the individual's development
- Expectations for use of Libraries facilities and resources
- Anticipated travel time, if any (Travel funding policies and procedures are available on the Libraries staff web.)

If two or more staff members want to apply as a group, each person must negotiate with their immediate supervisor. The group may submit one application signed by all supervisors or each group member may submit an individual application.

Supervisors should take into consideration the effect of the time grant on the work of the unit. It is the supervisor's responsibility to ascertain what activities or tasks might be curtailed or reassigned and to make arrangements for such. Supervisors may request, through the supervisory line, resources and/or funding to continue appropriate levels of operations for the duration of the time grant.

Report of time grant. The staff member(s) must prepare a brief written report of the results of the activity within a month of the end of the time grant. Included with the report should be a copy of the resulting product, such as an article, bibliography, presentation or the like. The report should be submitted to the immediate supervisor, the appropriate Assistant or Associate Dean and the Libraries Staff Development and Training Coordinator. A copy of the report will be linked from the Time Grant page on the Libraries Staffweb.

Additional Leave Programs

Librarians. Professional leave with salary may be granted to librarians with permanent or continuing status for up to one year during a seven year period. The leave may be taken all at once or at different times within the seven year time period. A librarian granted professional leave must agree, in writing, to return to the University of Washington Libraries for a period of one year after the leave. (Librarian Personnel Code, Guidelines for Professional Leave).

Professional staff. Professional leave with pay is available to professional staff who have been at the University of Washington for at least 6 years. Leave is available to acquire knowledge and/or experience which will enhance contributions to the University. Professional Staff leaves are not available for the purpose of working towards a degree. Leaves provide salary support from full salary for three months to two-thirds salary for leaves exceeding six months. The program is administered by the University of Washington Office of Human Resources. More information is available in the Professional Staff Program document on the UW Human Resources web site.