

IX. FACULTY DEVELOPMENT

Faculty Professional Leave

Updated 11/9/04

[FPL Application Form rev. 8/5/05]

The Ohio State University Board of Trustees approved a Faculty Professional Leave Program for this institution on 9/9/77 (Resolution No. 78-21) based on Statute 3345.28 of the [Ohio Revised Code](#). The Board Resolution requires each college and tenure initiating unit (TIU) to establish formal criteria and procedures for reviewing the merits of proposals submitted from faculty in their units. It is essential that there be careful planning and rigorous peer review of FPL proposals and that the approved purpose for these leaves be strictly fulfilled.

Faculty Professional Leave proposals generally emphasize enhancement of research skills and knowledge. However, an FPL may be used for substantial investment in pedagogical or administrative skills and knowledge when these are judged to be mutually beneficial to the faculty member and his or her academic unit.

The FPL program was created to give faculty a period of uninterrupted time to invest in their professional development. Activities that entail little or no investment in new skills and knowledge are not appropriate for the program. In addition, faculty should restrict other employment activity during a leave to that which clearly enhances the purposes of the leave. (Also see COMPENSATION below.)

In evaluating FPL proposals, departments and colleges should place greatest weight on the merits of the proposal in light of the professional development of the faculty member and the advancement of the academic mission of the department and college. Although there are many advantages to spending the FPL at another university or in industry or at some other appropriate institution, such an appointment is not essential if the plan for the leave is meritorious in its own right.

TIMING

The Faculty Professional Leave (FPL) Program should be considered for any period of intensive study or research *not to exceed one academic year*.

- An FPL must be for a continuous period but may bridge an off-duty quarter or semester.
- An SRA and an FPL may not occur in contiguous on-duty quarters or semesters (including Spring-Autumn) since such an arrangement would circumvent the required salary reduction.

ELIGIBILITY

Statute 3345.28 of the [Ohio Revised Code](#) specifies that only tenured faculty with at least seven years of service as a regular faculty member at Ohio State are eligible for a Faculty Professional Leave at this institution. Years of service at another university and years served in auxiliary appointments

cannot be credited toward the required years of service at Ohio State.

Definition of a "year of service" per Board Resolution No. 78-21:
"Academic year of teaching service" shall mean any academic year in which the full-time faculty member, while in such status, whether on nine months or eleven months appointments, had significant responsibilities to an instructional unit or units of the University.

When a faculty member has taken one or more unpaid Leaves of Absence (LOA) in the course of a seven year period, the years of service will be calculated according to the following guidelines, applicable both to 9- and 12-month faculty. In calculating seven years of service:

An academic year counts as **one full year of service** if the faculty member was on **full-time duty at least two quarters or one semester** of that year.

Situations when a faculty member holds less than a full-time appointment will be resolved on a case by case basis by the Office of Academic Affairs.

A faculty member who takes an FPL, regardless of its duration (one or two semesters or one, two or three quarters), becomes eligible again only after completing an additional seven years of service at Ohio State.

COMPENSATION

QUARTERS on leave Salary reduction

- 1 No reduction
- 2..... 1/4 over 2 quarters
- 3 or 4..... 1/3 over the year

SEMESTERS on leave Salary reduction

- 1 No reduction
- 2..... 1/3 over 2 semesters

The salary as calculated above represents *the total amount that may be earned from Ohio State general funds*. Thus departments and colleges may not rehire faculty during the period of their FPL leave to teach or to engage in other supplementally compensated activities.

The FPL application should describe any *non Ohio State* compensation that the faculty member will receive during the period of the FPL. Double compensation is illegal under Ohio law; thus faculty cannot be paid twice for the same work--once by the University and once by an external body. The Board of Trustees statute permits faculty on FPL for longer than one quarter to augment their leave stipend with funds from external sources such as research grants, provided that:

- The activity to be compensated supports the purposes of the FPL.
- The combined external support and reduced leave stipend *do not exceed the level of the regular annual salary*.

In the event that external support funds are available that produce a salary higher than the regular annual salary, the excess must be used to reimburse the University for its costs.

When a faculty member documents substantial increased living costs necessitated by the leave, an exception to this policy may be made with the approval of the appropriate dean and the provost.

Colleges may create, with the approval of the Office of Academic Affairs, competitive programs for replacing, from non general funds sources, some or all of the reduced salary associated with an FPL.

FACULTY OBLIGATIONS

As part of the application process, faculty are required to sign a three-part statement that:

- They understand and accept their obligation to return for a full year of service to the university following completion of the FPL.
- They understand that supplemental compensation, or other compensation from university general funds, is not permitted during an FPL.
- They are required to submit a written report (see below) of goals and accomplishments within 60 days of the date of their return to service.

[FPL Application PDF](#) or [FPL Application Word](#) [rev. 8/5/05]

FPL REPORT

The FPL Report form [FPL Report PDF](#) or [FPL Report Word](#) is NOT required so long as the requested information—**a brief summary of goals and accomplishments**—is submitted. Please send to the attention of Bobbie Houser by any of the following methods:

- CAMPUS MAIL—203 Bricker Hall, 190 North Oval Mall
- FAX—614-292-3658
- E-MAIL—Houser.73@osu.edu (report may be either in the body of the message or attached as a WORD document)

The report is ordinarily copied to the TIU head and college dean or regional campus dean if applicable;

however, the TIU and college may ask for a more detailed report than the brief summary required by OAA.

APPROVALS NEEDED FOR FACULTY PROFESSIONAL LEAVE

COLUMBUS CAMPUS

- TIU head
- College dean
- Office of Academic Affairs
- Board of Trustees

REGIONAL CAMPUS

- Regional campus dean
- TIU head
- Office of Academic Affairs
- Board of Trustees

[FPL Application PDF](#) or [FPL Application Word](#) [rev. 8/5/05]

The college or regional campus sends to the Office of Academic Affairs (OAA):

1 ORIGINAL + 1 COPY of the complete application including all attachments, except Item 13 (*Curriculum Vitae*)--**SUBMIT ONLY 1 CV.**

Proposals should reach OAA **at least two (2) months prior to the start of the proposed leave.** Individual colleges and regional campuses may establish their own deadlines for reviewing FPL proposals.

The Office of Academic Affairs will approve FPL proposals that are consistent with the technical requirements of the program and that have been approved by the TIU head and college dean or regional campus dean. Once approved by OAA, leaves are recommended to the Board of Trustees for final approval. OAA notifies the college dean or regional campus dean when Board approval has been granted.

Regional campus proposals are reviewed and approved first by the regional campus dean and then forwarded to the TIU head for approval. The proposal is then returned by the TIU to the regional campus, which is responsible for submitting the leave application to the Office of Academic Affairs. The college office in which the TIU is located is notified, but is not directly involved in the approval process.

CHANGES IN TIMING OR CANCELLATION

The State of Ohio annually monitors the timing and completion of Faculty Professional Leaves. FPLs are a matter of public record; therefore faculty members may not cancel or change the timing of a leave without submitting a written request for the change through the same levels of approval listed above.

- **No special form is required to change or cancel an FPL but the request must be made in writing.**
- The faculty member submits a written explanation to the TIU head or regional campus dean, which is directed to the Office of Academic Affairs after signatures of concurrence at the next level have been added.
- OAA submits the change or cancellation to the Board of Trustees for final approval as a matter of public record and notifies the college dean or regional campus dean when Board approval has been granted.
- Changes in timing may occur prior to the start of the leave or during the leave.