24.8.3 Professional Development Leaves

(A) The purpose of a professional development leave is to increase the effectiveness of the Librarian to the University, the library, and to afford that Librarian an opportunity for professional development.

(B) Eligibility

(1) A Librarian who has been given permanent status shall be eligible for a professional development leave.

(2) Librarians approved for a professional development leave by the Dean will have the option of taking a leave not to exceed seven (7) calendar weeks in duration. No Librarian may be approved for more than two (2) leaves in any five (5) year period.
Librarians approved for a professional development leave by the Dean will have the option, if working on an article for a peer reviewed journal, to take a leave not to exceed ten (10) calendar weeks in duration once every five years.

Professional development leaves are contingent upon staffing and scheduling requirements and may be denied by the Dean if the professional development leave does not meet the purpose set forth in 24.8.3 (A).

The professional development leave plan and schedule of activities must be approved, in writing, by the Dean, prior to a Librarian taking such leave.

Application for professional development leave. An application for such leave shall include the following:

1. The presentation of a written plan for professional development activities. The plan shall include specific professional development activities, goals, and other related information; times, schedules, etc.

2. The Librarian's agreement to return to service with the University for one (1) academic year (unless waived in writing by the Dean) following successful completion of the leave. Should a Librarian not return to the University pursuant to the above, he/she agrees to refund the compensation paid to him/her by the University during the professional development leave.

3. The Librarian's agreement to submit a written report (unless waived by the Dean) on the extent to which he or she achieved the purpose the leave was granted. This report shall be submitted to the Dean and the Professional Development Leave Committee within thirty (30) days of the conclusion of such leave.

Professional Development Leave Committee

A committee of three Librarians elected by all Librarians and one individual selected by the Dean shall evaluate all professional development leave applications as to their purpose and the value of awarding such leave to the individual, the University, and the library.

The committee shall meet in person for the purpose of recommending up to two (2) candidates each academic year. It is understood that the committee may develop additional criteria for the recommendation of such leaves to the Dean in addition to criteria set forth in this Article. However, the committee may not recommend any applicant who is not eligible, or who does not apply pursuant to this Article and who fails to meet all criteria and conditions set forth in this Article.

The committee shall make specific written recommendations to the Dean including a rationale and rank ordering of candidates. Such recommendations shall be made within thirty (30) days of receipt of all applications and, at a minimum, no later than November 15 of the year.

The Dean shall review such reports set forth in (c) above prior to making a final decision concerning which Librarians will be awarded a professional development leave.

The decision of the Dean in regard to rejecting a recommendation from the Professional Development Leave Committee shall be reviewable by an arbitrator but may be overturned only in cases where the Association demonstrates that the Dean's rejection of such recommendation was substantively unfair.

In cases where the individual Librarian or committee does not comply with terms and conditions of this Article, professional development leaves may not be awarded.

Librarians who substantially fail to complete all requirements for a professional development leave shall not be eligible to begin accumulating time for a subsequent leave until such requirements are completed.

The professional development leave provision of this Agreement will automatically be subject to reopening negotiations as part of the salary provisions of this Agreement.

All applications for professional development leave shall be submitted in writing pursuant to provisions in this Article to the Dean on or before September 1 of the year preceding the calendar year in which the leave is to begin.

Final approval or denial of a professional development leave will be given in writing by the Dean on or before December 15.