Philosophy

Brigham Young University-Idaho expects faculty to develop themselves academically and professionally. The University therefore provides faculty members with opportunities and resources, through 3-hour professional development leaves and Faculty Learning Fellowships, to achieve these important ends.

The spirit of these leaves and Fellowships is renewal and growth. Fellowship and leave projects rekindle academic passion and deepen the commitment to the art of teaching itself. With the help of Fellowships, faculty develop their abilities, broaden their understanding, and expand their currency in their disciplines.

While some projects directly impact students, other projects indirectly benefit students who, for years to come, enroll in classes taught by skilled and knowledgeable faculty. Through Fellowships, the faculty at BYU-Idaho become models for their students’ academic and professional excellence.

Policy

Brigham Young University-Idaho expects faculty members to apply for and take full advantage of annual professional development leaves and periodic Faculty Learning Fellowships for the purpose of improving skills, updating content knowledge, and becoming better instructors.

To that end, the University provides 3-, 6-, and 12-hour load reductions for a variety of important curricular and professional development projects. Successful projects will have demonstrable and significant outcomes that benefit students, faculty, programs, or departments. Outcomes are dependent on the leave type (3-, 6-, or 12-hour) and may include publications, course materials, presentations on campus or at academic conferences, or a variety of creative works and performances.

A faculty member on a full contract should apply for a 3-hour leave annually. An application for a 6- or 12-hour Fellowship may be submitted by a faculty member prior to the completion of his or her fifth year of continuous service. The actual 6- or 12-hour leave, once approved, will take place during the sixth year of service. Projects are generally completed in one semester, but two half semester leaves are permissible.

Faculty on reduced contracts have prorated opportunities for professional development leaves and Fellowships. These faculty are encouraged to apply for leaves when they fulfill the same load required of faculty on full contracts (see table page 8).

It is the institution’s responsibility to arrange for the course and program coverage that will allow faculty members to engage in 3-hour professional development projects annually and in 6- or 12-hour Fellowships. However, we encourage individual faculty members to advise their chair in determining how courses can be best covered during their absence.

This document and the attached forms are the standard University application materials for Faculty Learning Fellowships.
Policy Description

1.1 Professional development leaves and Faculty Learning Fellowship projects are generally done in 3-, 6-, or 12-hour load increments and are generally completed within one semester. Two six-hour Fellowship leaves are also permissible.

1.2 Acceptable projects represent work beyond "normal" curriculum and professional development activities which are expected as a part of all faculty employment contracts (see table, page 7).

1.3 Each professional development project and Fellowship is strengthened to the extent that the project demonstrates benefits in one or more of the following areas:
   a  Benefit to students
   b  Benefit to faculty members
   c  Benefit to the department and institution

1.4 Projects focus on one or more of the following areas:
   a  Development of new curriculum; substantially revising current offerings; preparing to teach courses for the first time; or developing new classroom, hybrid, or online courses.
   b  Research related to your discipline which directly fosters student learning in your courses.
   c  Mentoring student research which involves and benefits students in significant ways.
   d  Development of faculty in the area of the scholarship of teaching and learning. Projects may include qualifying for professional certificates or licenses, specific training in teaching, and the uses of technology.
   e  Research and writing in a faculty member's content area.
   f  Creative endeavors (art, sculpture, performances, etc.).

1.5 Each project produces an approved, demonstrable outcome or product which can be shared with faculty and students. Outcomes for Fellowship projects may include the following:
   a  Teaching tools such as case studies, videos, teaching aids, etc.
   b  Textbooks, teaching materials, and student study guides.
   c  Journal articles, written reports, or books which improve teaching and / or represent beneficial research.
   d  Certification or additional licensure.
   e  Presentations to be given at conferences, exhibitions, shows, performances, on- and off-campus.
   f  Other approved outcomes or products.

1.6 A central repository within each college will be created to manage the products created through these projects. Written reports for Fellowships will be submitted to your college office at the completion of your project. A written report for 3-hour professional development leaves are also encouraged to be sent to the department chair.

1.7 Faculty are required to comply with university policies regarding compensation received from outside sources in connection with leaves.

1.8 Requests for leaves associated with advanced degrees should use this same form and should include your department chair’s and your dean’s comments (value of this program to the department) and signatures. However, the application is not reviewed by the college Faculty Development Committee, but is forwarded through the dean to the Academic Office.
**Process**

2.1 Applications for a 3-hour professional development leave should be submitted 8 months (two semesters) in advance to your department chair, who approves the proposal.

2.2 Applications for 6- and 12-hour Fellowships should be submitted 16 months (four semesters) in advance to faculty peers serving on their college Faculty Development Committee. This lead time is necessary so department chairs can schedule course offerings. Exceptions to the lead time for application review are allowed, but should not be common.

2.3 Funding sources should be researched in preparing this application. Sources generally include the department, college, and Thomas E. Ricks Associates. Contact each of these offices for specific funding information and guidelines (for Thomas E. Ricks Associates information, contact the Department of Instructional Development at 496-1157).

2.4 The review process for 3-hour professional development leave projects is as follows:
   a. The faculty member submits the completed proposal / application to his or her department chair.
   b. The department chair either approves or denies the application.
   c. Denied applications are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals to their department chair.
   d. Note that some colleges require 3-hour proposals to be reviewed by the college Faculty Development Committee.

2.5 The review process for 6- and 12-hour Fellowship projects is as follows:
   a. After consultation with a member of the Faculty Development Committee, the faculty member submits the completed proposal / application to his or her department chair.
   b. After reviewing the Fellowship materials, the department chair either forwards the proposal to the college Faculty Development committee with his or her comments or returns the application to the faculty member for revisions.
   c. The college Faculty Development committee reviews all applications. This committee consists of appointed faculty representatives from each department in the college and chaired by the dean. The dean votes only in case of a tie.
   d. Denied applications are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals. Delays in this step may result in a delay of the proposed leave semester.
   e. Approved applications are forwarded to the administration’s review committee. This committee consists of the President, the Academic Vice President and the Associate Academic Vice President for Instruction. Applications denied by the administrative committee are returned with comments outlining the reasons for denial; applicants may resubmit revised proposals.
   f. Successful applicants and their department chairs are informed by the Academic Vice President for Instruction, so they can coordinate scheduling with department chairs.

2.6 Any intellectual or personal property produced in conjunction with Fellowship projects belongs to the University except as determined in the application materials prior to beginning of the project.

2.7 After completion of each Fellowship project, the faculty member submits a formal written report to his or her department for 3-hour leaves and to his or her college office for 6- or 12-hour leaves, describing the work completed along with a copy of any tangible outcome or product produced in conjunction with the project.
### On-Going Faculty Development

**Decision Authority**
Personal (no load release)

Consultation with department chair is encouraged through an annual Professional Development Plan review

**Curriculum and Professional Development Incorporated Within Weekly Activities**

Examples:
- Personal and campus sponsored activities that develop learning and teaching skills
- Preparing to teach a course you’ve never taught
- Reading professional journals and literature
- Keeping current with emerging skills and technologies
- Attending conferences or visiting industry sites
- Changing to a new textbook
- etc

**Curriculum and Professional Development Requiring 3-hour Load Reduction**

Examples:
- Taking a campus course
- Curriculum development for a new course (on-campus or online)
- Significant mentored student research projects
- Certification / licensure training
- Performing skills maintenance
- Research / writing projects
- etc

**Time Calculations**

Semester contracts were reduced from 15 load hours to 12 load hours to make time for more of these activities (see the 3 hour calculations in the next column)

### 3-Hour Professional Development Leaves

**Decision Authority**
Department Chair

Please note that some colleges require a review by the college Faculty Development Committee — please consult with your college dean’s office

**Curriculum and Professional Development Requiring 3-hour Load Reduction**

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- Research / writing projects
- etc

**Time Calculations**

13.5 weeks x 45 hrs = 600 + hrs
600 hrs ÷ 12 hr load = 50 hrs
50 hrs x 3 load hours = 150 hrs
150 hrs ÷ 13.5 weeks = 11 + hrs
11 hrs ÷ 5 days = 2.23 hrs / day

### Faculty Learning Fellowship Leaves

**Decision Authority**
President and Academic VP

After review by college Faculty Development Committee and after recommendations from department chair and college dean

**Learning Fellowship Leaves Requiring Semester or Half Semester (12-, 6-hour)**

Examples:
- Working for an extended period in industry or business
- Pursuing advanced degrees
- Major writing projects for classroom and publication purposes
- Programmatic changes requested by the University — especially those spanning multiple courses
- etc

**Time Calculations**

Full semester leave:
13.5 weeks x 45 hrs = 600 + hrs

Half semester leave:
13.5 wks x 22.5 hrs = 300 + hrs

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Note — Projects in these two columns should demonstrate measurable outcomes and products that benefit students, programs, and departments.
Faculty Learning Fellowship
Calculations for 3-Hour and Learning Fellowship Releases by Contract Type

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Annual Teaching Load (hours)</th>
<th>Fellowship Eligible After (years)</th>
<th>Fellowship Eligible After (load)</th>
<th>3 Hour Release Eligible During (years)</th>
<th>3 Hour Release Eligible During (load)</th>
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<tbody>
<tr>
<td>100%</td>
<td>36</td>
<td>5.00 years</td>
<td>5 years</td>
<td>1.00</td>
<td>Annually</td>
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<td>92%</td>
<td>33</td>
<td>5.45 years</td>
<td>5 years + 15 load hours</td>
<td>1.09</td>
<td>1 year (33 hours) + 3 load hours</td>
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<td>83%</td>
<td>30</td>
<td>6.00 years</td>
<td>6 years</td>
<td>1.20</td>
<td>1 year (30 hours) + 6 load hours</td>
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<td>75%</td>
<td>27</td>
<td>6.67 years</td>
<td>6 years + 18 load hours</td>
<td>1.33</td>
<td>1 year (27 hours) + 9 load hours</td>
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Note—3-hour releases are available to all full-time faculty for professional and curriculum development projects and are not affected by University on-line course development assignments.

Sample Graphic for Learning Fellowship Eligibility | 75% Contract

<table>
<thead>
<tr>
<th>YEARS 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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Eligible After

Sample Graphic for 3-hour release | 75% Contract

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
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Eligibility Period