

FACULTY SPONSORED PROFESSIONAL DEVELOPMENT LEAVE PROGRAM INFORMATION AND APPLICATION PACKET

Information:

The Sponsored Professional Development Leave Program underscores the College's interest in providing significant financial support and positive encouragement for faculty to improve their professional skills. In keeping with MCC's commitment to provide high quality instruction and academic support, the program is designed to recognize a variety of well-planned professional development proposals of a semester or academic year duration including graduate study, other specialized study, advanced technical training, applied work experience, or other professional development activity.

Criteria:

Eligibility for Sponsored Leave consideration is established upon completion of four years of consecutive full-time service with the College. A committee chaired by the Vice President of Academic and Student Affairs will review all applications for Sponsored Leave and make recommendations to the President.

Sponsored Leaves are intended to clearly benefit both the individual and the College upon the recipient's return to MCC. In keeping with the stipulations in Section 13.1 of the current Faculty Agreement, committee consideration of Sponsored Leave requests will be given in the following order:

1. Requests which directly relate to the individual's current role and responsibilities.
2. Requests which relate generally to the individual's academic/vocational field but not necessarily to one's current position.
3. Requests which are for other professional development purposes.

In addition to submitting a completed Sponsored Leave Request (copy of form attached) to the Vice President of Academic and Student Affairs each applicant will have the opportunity to meet with the Sponsored Leave Committee to discuss his/her proposal in greater detail.

Note: The information provided on the request form and the information presented when meeting with the committee will serve as the basis for the committee's recommendation.

Application Process:

Application for Sponsored Leave consideration must be made prior to the end of the fall semester of the academic year preceding the leave period. Completed applications may be submitted to the Vice President of Academic and Student Affairs at any time during the applicable fall semester. The review process will be completed by March 15 of the following spring semester.

SPONSORED LEAVE REQUEST FORM

I. Personal Information

Name:

Division/Area:

Current Professional Role:

Requested Leave Period: First Choice

Second Choice

II. Sponsored Leave Proposal

Please address the following points, attaching additional pages as necessary.

- A. Describe in detail the purpose and scope of activities included in your planned leave.
- B. List the specific professional development goals you intend to meet through such a leave.
- C. Using the current Faculty Agreement as a guide, specify the particular subsection of Section 13.1 to which your request applies.
- D. As a sponsored professional development leave is intended to clearly benefit both you and the College, please specify the expected benefits to be derived for:
 1. You individually.
 2. Your current role, particularly as it affects students.
 3. Your anticipated role, if it differs from #2 above.
 4. Your professional role generally within the College.
- E. Explain how this experience will fit into the Plan for Professional Development approved by your Executive Dean/Supervisor.