

**The University of Memphis
College of Communication and Fine Arts
Professional Development Assignments**

Purpose: To encourage faculty members to continue their professional growth as artists, scholars, and teachers.

Objectives:

- To encourage in-depth artistic and scholarly activities;
- To upgrade the national visibility of the faculty of the College of Communication and Fine Arts;
- To develop faculty expertise and innovation in instruction.

Proposal format:

The proposal should include:

- Cover page with endorsement from applicant's chair or director;
- A description of the nature of the project to be undertaken during the leave time; its relationship to CCFA objectives for PDA's; and its benefits to the faculty member, department/school, and college;
- A current curriculum vitae.

Guidelines:

- Faculty members may apply for a PDA for one semester, at full pay, or for one academic year, at half pay;
- All tenured and tenure-track faculty members are eligible to submit proposals for Professional Development Assignments;
- Faculty members who have received a previous development leave under this program may apply again after seven years have elapsed since approval of the prior leave. A faculty member may apply after only five years provided he/she proposes to spend a full year on the Assignment, at one half pay;
- A faculty member who is awarded an assignment must agree to remain at the University for at least one full year after the assignment is completed;

- The faculty member receiving an award must submit a report of activities to this office no later than December 1, or June 1 (i.e. the end of the first semester upon return to campus).

Evaluation Process and Criteria:

- The deadline for submission of proposals occurs in the fall semester and is announced at the annual Fall Faculty Meeting;
- Proposals are reviewed and evaluated by the College Council for Graduate Studies and Research. Faculty members who are themselves applying for a PDA do not participate in the evaluation. Another member of his/her department is appointed by the chair to participate in the review process;
- The College Council ranks the proposals for a semester at half pay and, when possible, comes to a consensus about the top four (the usual number of awards available to CCFA). These rankings and a summary of the discussion are submitted to the Dean as recommendations. Proposals for a full year at half pay are not ranked, but are forwarded to the Dean with the committee's comments. It is up to the Dean and department chair/school director to determine whether it is possible to grant the leave based on its merits as well as budgetary and staffing considerations;
- First priority will be given to proposals that advance the faculty member's creative work, scholarship, and/or teaching and that show clear potential to enhance the faculty member's contribution to the department or school, the College of Communication and Fine Arts, and the University;
- Priority will be given to proposals that clearly specify the plan for work during the leave period;
- Priority will be given to faculty members who have not received a previous Assignment. At the same time, those who have received an earlier Assignment are encouraged to apply and those with strong proposals will be supported when possible;
- Priority will be given to tenured faculty members. For non-tenured faculty members, priority will be given to those who have completed their third year review.

For more information contact:

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