Professional Development Assignment Policy
Issued April 2016

The School of Health Studies (SHS) follows The University of Memphis policy for Professional Development Assignments (issued March 4, 2014) by the Office of the Provost.
Source: http://umwa.memphis.edu/umpolicies/UM1288.htm

Policy Statement
Professional Development Assignments (PDA) allow faculty members to develop proficiencies as teachers, scholars, and researchers. The period of an award may be for one semester, at full pay (100%), or for one academic year at half pay (50%).

All tenured faculty members are eligible for Professional Development Assignments with a minimum of seven (7) years of full-time service since any previously granted professional leave. A faculty member may apply after only five years from the approval of a prior award, provided that he/she proposes to spend a full year on the Assignment, at half pay. In rare instances, exceptions may be granted by the Provost.

Purpose
The purpose of the PDA is to provide an opportunity for continued professional growth and development of University tenured faculty members.

Funding
1. Professional Development Assignments are awarded at full pay for one semester (100% salary) or half pay for one academic year (50% salary). When an assignment is awarded for the summer, the period of time and the potential compensation are negotiated by the SHS Director. It is unlikely that summer leave will result in compensation.
2. The total number of PDAs may vary from year to year and will be dependent on funding available, as well as the needs of the SHS. It is unlikely that more than one PDA will be awarded in any given year. The SHS Director will determine the number of awards that can be provided each year.
3. Faculty members are encouraged to seek additional, non-university support for the period of their leave (in particular for full year awards), and attempts to secure funds should be included in the proposal.

Requirements
To be considered for a PDA, tenured faculty members should submit the following three documents by November 1st of the academic year prior to the requested PDA. All documents should be submitted to the School Director as a PDF email attachment, in one complete file. Hardcopy or separate files will not be accepted.
1. Detailed proposal by the faculty member to the SHS Director with a brief but specific plan for the use of the time, and statements of the expected benefit to the a) faculty member, b) SHS, and c) the University. See Appendix A. If approved, the proposal is to be forwarded to the Office of the Provost with a recommendation from the SHS Director for approval.

2. A statement that the faculty member must remain with The University of Memphis for at least one full year after the PDA is completed. See Appendix B.

3. Updated curriculum vitae.

In addition to the above, the faculty member should submit a report to the SHS Director within three months after the completion of the PDA describing the accomplishment and benefits of the assignment. A copy of the report is to be forwarded to the Office of the Provost.

Selection of PDA Recipients

- The Director’s Council will review all completed applications for PDA and determine if the proposal is worthy of approval, based on the potential for benefit to the faculty members, School, and University. If a member of the Council has submitted an application for PDA, another faculty member from that respective academic unit will serve as the voting member in place of this person. In the event that more than one proposal is determined to be worthy of approval, they will be rank ordered, with the highest ranking(s) receiving funding recommendation.
  - The Council members will use an assessment tool (See Appendix C), which yields a total score of 1-9 (with 1 being the best). The average score (computed by compiling scores from all Council members) will be calculated for each proposal. The proposal with the lowest score will be viewed as the best proposal. In the event that there is a tie score, the Council members should rank order the proposals after careful discussion. The SHS Director will make the final decision regarding funding of the PDA, based on the recommendation provided by the Council. Only those proposals earning a score of 3 or lower will be considered for funding, regardless of the number of proposals that are submitted. That is, proposals must be at a minimum, excellent.
- Priority will be given to proposals that advance the faculty member’s scholarship and/or teaching and that show clear potential to enhance the faculty member’s contributions to the academic unit, School, and University.
- Priority will be given to proposals that clearly specify the plan for work during the leave period.
- Priority will be given to proposals that involve work that goes above and beyond what might be expected as a part of usual faculty scholarship and teaching.
- Priority will be given to faculty members who have not received a previous PDA. At the same time, those faculty members who have received an earlier PDA are encouraged to apply and those with strong proposals will be considered.
- Following the review of all proposals and based upon the recommendation of the Director’s Council for funding PDAs, the SHS Director will develop a budget for the cost of covering the courses of applicants who have been recommended for funding approval.
- The costs of covering each faculty member's courses and the total cost of the program will be determined.
- Based upon the above information, a decision is made about whom to support for the upcoming year with regards to PDA.
- The SHS Director will write and submit a letter to each PDA applicant by the end of the fall semester, indicating whether or not a PDA has been awarded.

**Limitations on PDA Compensation**
1. If the recipient of the PDA obtains a grant or other compensation from non-university sources for the period of the leave, the University shall not be obligated to pay more than the amount of the PDA compensation which, when added to the non-university compensation, will equal 100% of the individual's annual base salary for the period of leave. If an allowance for transportation and/or cost-of-living differential is included, the amount of this allowance will be disregarded in computing the PDA compensation to be paid by the University.
2. A faculty member who is on PDA, whether in residence or away from the campus, may not, as an employee, provide any services to the University for which compensation is paid in excess of the approved PDA compensation.

**Exceptions**
Exceptions to this PDA policy may be considered in certain circumstances and will require the approval of the SHS Director.

**Revisions**
This document will be reviewed and updated as necessary to best reflect the mission of the SHS and the University.

**More Information**
For additional information, faculty members are encouraged to talk with the SHS Director prior to submitting an application.
Appendix A

Directions: Please complete all items below in detail. Only completed applications will be reviewed. Use 12 point font and single-spaced text.

1. PDA title
2. PDA requested semester(s) and year
3. Faculty member name
4. Faculty member rank
5. Faculty member academic unit
6. Prior PDA recipient (Yes or No): If yes, indicate semester and year
7. Faculty member courses to be covered
8. Plans to cover courses (describe plans to cover the courses indicated above; this may involve a colleague, a GA, an adjunct, etc. In some cases, the course may not be offered during a given term—please justify.)
9. Detailed description of PDA (what exactly will be done): limit to 2 pages
10. Explanation of the benefits to be gained by the faculty member in completing the PDA: limit to ½ page
11. Explanation of the benefits to be gained by the SHS as a result of the faculty member completing the PDA: limit to ½ page
12. Explanation of the benefits to be gained by the University as a result of the faculty member completing the PDA: limit to ½ page
Appendix B

In accepting the Professional Development Assignment (PDA) indicated below, I agree to remain employed at The University of Memphis for at least one full year after the assignment is completed.

PDA Title:

PDA semester(s) and year:

Faculty Member Name:

Faculty Member Signature:

Date of Signature:
Appendix C

Please assign a score of 1-9 for each category below using the following grading scale.

<table>
<thead>
<tr>
<th>Overall Quality</th>
<th>Score</th>
<th>Descriptor</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>1</td>
<td>Exceptional</td>
<td>Extreme clarity with regards to the proposed activity to be undertaken, with explanation for exactly what will be done, including the timeline; tremendous potential for professional growth of the faculty member; Excellent opportunity for SHS and/or University to benefit from the faculty member’s completion of this activity.</td>
</tr>
<tr>
<td>High</td>
<td>2</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>3</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>4</td>
<td>Very Good</td>
<td>Clarity with regards to the proposed activity to be undertaken, with explanation for what will be done, including the timeline; good to average potential for professional growth of the faculty member; reasonable opportunity for SHS and/or University to benefit from the faculty member’s completion of this activity.</td>
</tr>
<tr>
<td>Medium</td>
<td>5</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>6</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td>7</td>
<td>Fair</td>
<td>Some confusion with regards to the proposed activity to be undertaken; little obvious potential for professional growth of the faculty member; minimal opportunity for SHS and/or University to benefit from the faculty member’s completion of this activity.</td>
</tr>
<tr>
<td>Low</td>
<td>8</td>
<td>Marginal</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td>9</td>
<td>Poor</td>
<td></td>
</tr>
</tbody>
</table>

1. Rate the overall quality of the PDA proposal in terms of what will be accomplished by the faculty member during the leave. Score:__________
   Comments:

2. Rate the benefits to be gained by the faculty member in completing the PDA in terms or professional growth and development. Score:__________
   Comments:

Total Score:__________ ÷ 2 =__________