

The University of Memphis ([Policy AA3009](#)) and the Fogelman College of Business and Economics (FCBE) may provide Professional Development Assignments (PDA) to eligible faculty. A PDA, as distinguished from other forms of leave (e.g., leave without pay, sick leave, family medical leave, paid parental leave), is as a leave to allow faculty members to develop proficiencies to increase their capacities as teachers, scholars, and researchers. A PDA may be awarded for one semester, at full pay, or for one academic year at half pay.

All tenured faculty are eligible for PDAs with a minimum of seven (7) years 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 the faculty member proposes to spend a full year on the PDA, at half pay. PDAs are funded by the FCBE, and the total number of PDAs is subject to available funding. Faculty are encouraged to seek additional, non-University support for the period of their leave (subject to compensation limitations).

Eligible faculty are invited to submit PDA proposals for the 2021-2022 academic year. The following documents must be submitted to the FCBE Dean by December 15, 2020:

- A proposal (up to five pages) in PDF format that contains a clear set of objectives and expected outcomes, a well-specified plan of action, and potential benefits of the PDA to the faculty member, the College, and the University
- Current curriculum vitae
- Letter of endorsement from the Department Chair with a clear plan for securing and funding any teaching personnel employed as a temporary replacement
- Agreement to remain with the University for at least one full year after the completion of the assignment
- Agreement to (1) file a report with the Dean summarizing the PDA activities and accomplished objectives within 90 days of the end of the assignment and (2) disseminate the activities and accomplished objectives for the benefit of the FCBE faculty

Proposals will be reviewed on a competitive basis by the Dean's Office. Priority will be given to tenured faculty with at least five (5) years full-time service to the college and PDA proposals that:

- Strengthen academic and sponsored research (e.g., high quality publications, externally funded grants); or
- Enhance instructional excellence and/or innovative pedagogy (e.g., scholarly book; technology); and
- Support the Department and/or FCBE strategic priorities

Limitations on PDA Compensation:

- 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 percent 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.
- 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.

Contact the FCBE Dean's Office with questions regarding PDAs.