



Policy Title: AA3009 - Professional Development Assignments

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Office of the Provost

Policy

Professional Development Assignments (PDA) allow faculty members to develop proficiencies as teachers, scholars, and researchers. The period of an award may be for a half year at full pay, or for one year at half pay. PDA approved by the university may be credited toward completion of the probationary period.

Definitions

Year (12-month faculty): For faculty with 12-month appointments, a year aligns with the fiscal year (July 1 through the following June 30).

Year (9-month faculty): For faculty with 9-month appointments, a year aligns with the academic year.

Half year (12-month faculty): For faculty with 12-month appointments, a half year is 6 months, starting either July 1 (fall) or January 1 (spring).

Half year (9-month faculty): For faculty with 9-month appointments, a half year is one academic semester.

Procedures

All full-time faculty are eligible for PDAs on a competitive basis.

- **Half year PDA:** Faculty are eligible for a half year PDA with a minimum of seven (7) years of full-time service since appointment or any previously granted professional leave.

- **One year PDA:** Faculty members are eligible for a one-year PDA with a minimum of five (5) years of full-time service since appointment or any previously granted professional leave.

In rare instances, the provost may grant exceptions.

Funding

1. PDAs are awarded at full pay for a half year or one-half pay for one year.
2. The total number of PDAs may vary from year to year, with the number per college or school to be determined by the dean and approved by the provost. It is expected that at least five (5) % of the eligible faculty in a college or school be recommended for PDA awards if sufficient meritorious applications are submitted.
3. Faculty members are encouraged to seek additional, non-university support for the period of their leave, and attempts to secure funds should be included in the proposal.
4. Colleges/schools are responsible for costs associated with the PDAs.
5. Department chairpersons and college deans shall provide detailed budgets to account for any teaching personnel whom the departments and colleges expect to employ as temporary replacements of faculty members granted PDA.
6. It is expected that departments will normally absorb the instructional loads of faculty members who are granted PDAs.

Application and Reporting

Faculty should follow the procedures below to apply for and report on a PDA.

1. PDA applications will be invited in mid-September and will be due in mid-October. College deans will recommend PDA awards to the provost by mid-December of the fiscal year prior to the PDA award.
2. Faculty interested in applying for a PDA should discuss their professional development plans and PDA timeframe with their supervisor (chair, director, or dean) prior to preparing their application for input and endorsement.
3. Faculty should prepare a proposal with a specific plan for the use of the time and a statement of the expected benefit to the faculty member, department/college, and university. This proposal should be submitted to the Dean's office following college procedures.
4. Faculty should update their [online CV](#).
5. Faculty supervisor (chair, director, or dean) will endorse the application according to college procedures.
6. PDA proposals are reviewed by the college and the dean forwards recommendations to the Office of the Provost for approval.
7. Faculty who accept a PDA award agree to remain with the University of Memphis for at least one full year after the assignment is completed.

8. Faculty members submit a report following college procedures within 3 months of completing a PDA assignment. Reports should describe the accomplishments and benefits of the assignment. A copy of the report should be forwarded by the college to the [Office of the Provost](#).

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 no more than 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.
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.

Related Documents, Policies and Forms

[HR5011 - Interim Extra Compensation and Outside Employment](#)

[HR5012 - Summer Compensation for Nine-Month Faculty](#)

Last Revision Update Log: 06/07/2023

AA3009 – Revised (ADD DATE)

UM1288 – Revised: March 4, 2014

UM1288 – Issued: September 15, 2003 - supersedes policy number 1:2B:01:13 and 2B:01:13A

AA3009 supersedes UM1288