

VI. OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT

In the interest of maintaining and enhancing both the scholarship and teaching of the faculty, the College offers an array of opportunities for professional development.

1. Sabbatical Leave

- A. All faculty who are tenure-track or in the Forensics track are eligible to apply for one of the following:
 - 1. A one-semester sabbatical at 100% of salary following four years of full-time teaching; or
 - 2. A one-year sabbatical after four years of full-time teaching at 82% of salary; or
 - 3. A one-semester sabbatical after four semesters of full-time teaching at 82% salary.
- B. Non-tenured, tenure-track faculty will be eligible to take their second semester sabbatical during the fifth year of full-time teaching at 82% of salary.
- C. Evaluation

Proposals will be evaluated by the Committee of Division Chairs. Sabbatical leaves are granted for projects of such a nature and magnitude that their completion is impossible while the faculty member is engaged in regular teaching obligations. Most proposals should be no longer than three pages, be comprehensible to educated individuals outside of the discipline, and begin with a summary or abstract. Though most satisfactory proposals will be scholarly in nature, curricular proposals are also acceptable. Proposals which are scholarly in nature should result in publication or equivalent presentation. All proposals should have clearly defined objectives by which their success or lack of success can be judged. Proposals should include an updated vita and a statement from the department chair as to whether or not a replacement will be necessary.

In evaluating sabbatical proposals the Committee of Division Chairs will consider several questions. Is the proposal clearly written with specific objectives? Will the project enhance the candidate's teaching and scholarship? Of what value is the project to the individual's department,

the College, and its students? What evidence is there of the likely success of the project? The most compelling evidence is the success or failure of previous sabbatical projects.

If other grants or salaries supporting the applicant's project become available, the financial obligation of the College shall not exceed the balance necessary to complete the applicant's normal salary for the period of the sabbatical, plus those unusual expenses associated with the leave. "Cost of living" differences will not be considered among the unusual expenses, but such items as the cost of transportation, cost of medical shots, or the cost of a passport would be considered.

The College maintains payment of its contributions for TIAA-CREF, group life, and major medical insurance during the period the faculty member is on sabbatical leave.

A faculty member returning from sabbatical is required to submit a report to the Provost and Dean of the Faculty and is expected to give a public presentation reflecting the accomplishments of the leave. It is expected that anyone granted a sabbatical leave will return to the service of the college for at least two semesters. In exceptional circumstances and when the Provost and Dean of the Faculty requests that a faculty member delay his or her sabbatical, credit may be given for the delay.

D. Sabbatical replacements and scheduling

Replacements for faculty who have been approved for a sabbatical leave are not automatically granted. Once sabbaticals are authorized, the Provost and Dean of the Faculty will call for replacement requests and justifications, and in consultation with the Committee of Division Chairs, will work with departments to determine replacement needs. At that time, the Provost and Dean of the Faculty and the department chair will also work together to schedule department sabbaticals in a manner that minimizes disruptions to the department's curriculum and major program and accommodates, to the greatest extent possible, the needs of non-tenured tenure-track faculty.

B. Leaves of Absence

Unpaid leaves of absence may be granted at the convenience of the relevant department and the College upon application to the Committee of Division Chairs through the Provost and Dean of the Faculty. Under college regulations, faculty who do not yet have tenure need not return to the College at the end of their leave, nor does the College have a responsibility to retain them in their position. Individuals returning from a leave of absence must

teach full-time for four semesters or four years to be eligible to apply for a one-semester or full-year sabbatical, respectively. A faculty member on an unpaid leave of absence will not receive benefits, and is not eligible to receive ASID funds.

C. Funds for Scholarship and Instructional Development

Funds to assist both scholarship and instruction are available upon application to the Committee on Aid to Scholarship and Instructional Development (ASID). The ASID Committee is charged with setting the criteria for the allocation of ASID funds, up-dating these criteria as needs change, and deciding which proposals to fund. The following are meant only as a general description of the possible uses of ASID funds. A more precise statement of the criteria for funding is available from the Office of the Provost and Dean of the Faculty.

All continuing members of the full-time instructional staff (i.e., individuals who are tenure-track, in the PE-track, or are full-time lecturers) are eligible to apply for funding from ASID. Other members of the instructional staff may apply for funds, but will have lower priority. The ASID Committee allocates funds for three distinct areas.

1. Instructional Development

Funds in this budget are allocated in support of the faculty member's present or potential instructional responsibilities. Examples of activities the committee seeks to support include short-term independent study for specific curricular purposes, formal study at institutes, workshops and seminars, and instructional materials relating to significant development of new courses or the revision of existing ones.

2. Travel to Professional Meetings

In order to provide for basic equity, requests for a first professional meeting normally will be honored. This, however, is not automatic or guaranteed. In order to provide support in addition to that for a first trip, faculty members must demonstrate that the type of participation proposed merits support by the College.

D. Grants from External Sources

The Development Office is able to provide some advice and assistance in finding external sources of support for the whole range of academic activities. It is important to co-ordinate grant-seeking endeavors with the Development Office in order to ensure that the total college fund-raising effort is integrated.

E. Student/Faculty Research Awards and Other Funds

There are a number of awards which help to foster student/faculty collaborative research, especially in the summer.

1. Summer Research Awards in the Sciences

There are several funding sources to support collaborative research by students with faculty members in the sciences. Some of these funds are from donations, some from endowments, and some come from internal sources. They are administered by a committee consisting of members of the Science Division not seeking fund that year. For more information, contact the Chair of the Science Division.

2. Perry Scholar Program

The purpose of the Perry Scholar Program is to encourage tenure-track faculty to recruit and employ Whitman College students (typically in their sophomore or junior summers) to join them as junior collaborators in their professional scholarship and research. Non-tenure-track faculty may apply for these funds, but will be given lower priority. These funds are administered by the ASID Committee. For more information, contact the Office of the Provost and Dean of the Faculty.

3. Abshire Awards

The Sally Ann Abshire Research Scholar Awards are awarded annually to four or five students to assist Whitman professors in their scholarly pursuits. Unlike Perry Awards, these awards are typically granted for work during the academic year. These funds are administered by the ASID Committee. For more information, contact the Office of the Provost and Dean of the Faculty.

4. Student Travel to Professional Meetings

Funds are available to assist students to attend professional meetings to present work done collaboratively with Whitman faculty members. These funds are administered by the Office of the Provost and Dean of the Faculty, and are awarded on a first-come-first-serve basis.

5. Visiting Educators and Visiting Writers Programs

This program provides an opportunity to invite scholarly speakers in the various disciplines to campus. Visiting Educators are usually faculty

from other institutions. They normally receive reimbursement for travel and local expenses, and an honorarium. These funds are administered by the Committee of Division Chairs. For more information, contact the Office of the Provost and Dean of the Faculty.

6. Lectureships

The College has numerous endowed lecture series, including the Rempel Lecture (Biology), the Brattain Lecture (Physics), the Skotheim Lecture (History), the Jackson Lecture (Politics), the Kimball Lecture (Classics), the Cagley Lecture (Foreign Languages), and the Brode Lecture (Science).