Chapter VI
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.

A. Sabbatical Leave (Code Ch. 1, Art. VI, Sec. 1.)

1. All faculty who are tenure-track are eligible to apply for one of the following:
   a. A one-semester sabbatical at 100% of salary following four years of full-time teaching; or
   b. A one-year sabbatical after four years of full-time teaching at 82% of salary; or
   c. A one-semester sabbatical after four semesters of full-time teaching at 82% salary; or
   d. Non-tenured, tenure-track faculty will be eligible to apply for a one-year sabbatical after their first three years of full-time teaching at 90% salary. (Faculty members who opt for the one-year sabbatical after their first three years will next be eligible for a one-semester sabbatical at the beginning of their eighth year, the same as if they had taken the two one-semester sabbatical options.)

2. Faculty on sabbatical leave or leave of absence during one semester of an academic year will be expected to teach not fewer than 2.5 courses during the other semester.

3. Non-tenured, tenure-track faculty will be eligible to apply for a second semester sabbatical during the fifth year of full-time teaching at 82% of salary.

4. One semester sabbaticals will count as no more than 2.5 courses in a faculty member's normal five course load.

5. 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 base salary for the period of the sabbatical, plus those unusual expenses associated with the leave. Cost of living expenses will be considered a possible unusual expense on a case by case basis, as determined by the Provost and Dean of the Faculty.

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 detailed report to the Office of the Provost and Dean of the Faculty by the end of the first month of the semester following that leave. Any significant modifications in the plans and goals outlined in the initial proposal made over the course of the sabbatical leave should be included in this report. In addition, it is expected that a faculty member returning from sabbatical leave will 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 Whitman College for at least two semesters with teaching responsibilities. 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.

6. 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. It is expected that one-semester sabbatical replacements will teach no fewer than 2.5 course.

B. Leaves of Absence
Faculty members who seek approval of an unpaid leave of absence should submit a request to the Provost and Dean of the Faculty. After soliciting from the appropriate department a statement of the anticipated impact of this leave on the academic program, the Committee of Division Chairs will offer a recommendation to the Provost and Dean of the Faculty. One semester leaves of absence will count as no more than 2.5 courses in a faculty member’s normal five course load.

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. Upon return from a leave of absence, faculty members must teach fulltime for four consecutive semesters or four consecutive 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

Each tenured, tenure-track and full-time continuing member of the instructional faculty, not supported by start-up funds, contract travel, or income from endowed chairs will be provided with a Professional Development Account (PDA) each year to support teaching and research. These funds will support legitimate professional expenses (faculty travel for research/creative activity, professional meetings, journal subscriptions, memberships in professional societies, research materials - books, software, supplies). The funds may not normally be used to support student research, computer purchases, and teaching materials otherwise supported by departmental or program budgets. Details on allowable expenses can be found on the Provost and Dean of the Faculty Website.

Equipment purchased with the funds will become property of the College.

Each year, additional funding will be awarded to proposals seeking support for scholarship and instructional development needs that exceed the use of the Professional Development Accounts. Such funds to assist both scholarship and instruction are available upon application to the Committee on Aid to Scholarship and Instructional Development (ASID).

The following are meant only as a general description of the possible uses of PDA/ASID funds. A more precise statement of the criteria for funding is available from the Office of the Provost and Dean of the Faculty.

1. Short-term independent research, including such items as travel, food/lodging, photocopying, secretarial expenses, and expendable supplies and minor equipment. Limited wages for student assistance in support of such research will also be considered. Travel support may be requested. The fund will not support the following: books and software except in unusual, justifiable circumstances; major equipment; supplies not specific to the proposed work (e.g., paper).

2. Additional conference attendance. Faculty with accepted presentations will receive priority.
3. Formal study, other than study leading to a professional degree, in connection with a scholarly project.

4. The typing of manuscripts, preparation of figures, and other costs associated with the preparation and publication of scholarly materials. Faculty who must pay journal page charges or subvention fees should apply to the Associate Dean for Faculty Development.

5. Instructional development. Funds in this category are to be allocated in support of activities that are in direct support of the faculty member's present or potential instructional responsibilities. In making its decision, the Committee will take into account the merit of the project, the relation of the project to the ordinarily expected development and updating of courses, the availability of funds from other sources, the use to which the applicant has put past grants, and the amount requested compared with the total amount of funds available. Thus, applicants should include sufficient justification and information for the Committee to make a reasonable decision.

D. Grants from External Sources

The Development Office is able to provide advice and assistance in finding external sources of support for the whole range of academic activities and we encourage our faculty members to pursue such sources whether in support of individual research projects or initiatives for the benefit of a program and its students. 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. 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.

2. Summer Discipline-Specific Research Awards

   There are several funding sources to support collaborative research by students with faculty members in certain disciplines. Some of these funds are from donations, some from endowments, and some come from internal sources. For more information, please contact your division chair.

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).

F. Mentoring

In order to support faculty as they work to meet the criteria for contract renewal, tenure and promotion, the Whitman College Faculty Mentoring Program seeks to match faculty members at all ranks who desire a faculty mentor, with tenured faculty members whose institutional experience may offer clarification to the process. While the program is initially and specifically targeted toward untenured, tenure-track faculty members, it may extend to non tenure-track and post-tenure faculty members if the need is demonstrated and mentors are available. The mentorship program is not intended to replace departmental mentorship that should routinely be extended to new faculty. Instead the program offers supplemental and confidential mentorship from outside the faculty’s department.

A full description of the Faculty Mentoring Program, its goals, mechanism, and statement on confidentiality can be found on the Provost and Dean of the Faculty’s CLEo site in the Faculty Mentoring Program folder.