

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

(Faculty Code, CH I, 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 consecutive semesters of full-time teaching at 82% of semester salary (i.e. 91% of annual 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 semester salary (i.e. 91% of annual 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, group life, and major medical insurance during the period the faculty member is on sabbatical leave.

6. Return

A faculty member returning from sabbatical is required to include a detailed report in their next Annual Faculty Activity Report. Because the AFAR covers a calendar year, when reporting on the first half of an academic year sabbatical, faculty can either report on what has been done to that point or simply note the report is "to be continued" and included in the next AFAR. 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 their sabbatical, credit may be given for the delay.

7. 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. 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
- is not eligible to receive professional development funding
- will not retain a college JP Morgan credit card

- will relinquish to WCTS their college owned technology equipment (laptop and/or desktop, iPad or tablet, etc.)

C. Expectations for Presence on Campus

1. Facilitation of a Professional and Student-centered Learning Environment

- a. Faculty are expected to hold final examinations during the times designated for their classes, according to the final exam schedule published by the Registrar's Office (Faculty Code, CH V, Art III, Sec 3.D).
- b. As indicated by the Faculty Code (CH V, Art X, Sec 1), faculty are expected to hold regularly scheduled classes in the 24 hours preceding and following vacation periods. Exceptions are granted by application to the Office of the Provost and Dean of the Faculty.
- c. Faculty are expected to hold weekly office hours on campus throughout each semester they are teaching.
- d. Faculty are expected to be present on campus such that they are reasonably available for department and other College meetings and business.

2. Professional Meeting Attendance/Participation

- a. Faculty planning to miss class days for professional obligations, including but not limited to meeting attendance and participation, should limit the total number of classes missed to no more than one instructional week per semester, e.g. two class meetings per semester for a T/TH class, three class meetings per semester for a M/W/F class, and four class meetings per semester for a four-day per week class. Days on which classes are not held are not considered part of an instructional week.
- b. Student absences resulting from participation in professional meetings with faculty members, research trips with faculty, or travel for other college-sanctioned events, are governed by the Faculty Code (CH. V, Art X, Sec 2-7).

3. Research Trips

- a. Trips involving travel for research or scholarship purposes should, whenever possible, be scheduled for a time when classes are not in session.

- b. In cases where the timing of a trip is not under the direct control of the faculty member and the trip is essential to the faculty member's research or scholarship, application should be made to the Office of the Provost and Dean of the Faculty. The Provost and Dean of the Faculty has the option of granting or denying permission.
- c. Trips requiring more than 10 working days of class absence will not be approved under any but the most unusual circumstances.

4. Notification of Department Chairs

- a. Faculty should plan class activities to take place during their absence in order to minimize the impact on student learning. Class syllabi should be constructed with the meeting or research trips indicated so that students can better plan their semester, recognizing that in rare cases meetings or research opportunities may arise after the semester has begun.
- b. Faculty members should notify their department Chair of the days they will be absent from class.

D. Funds for Scholarship and Instructional Development

Tenured and tenure-track faculty not supported by start-up funds or income from an endowed chair, as well as faculty with senior status will be provided with a Professional Development Allowance (PDA) to support their professional development. 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](#).

Each year, additional funding will be awarded to proposals seeking support for scholarship and instructional development needs that exceed the use of the PDA. Proposals are evaluated by the committee on Aid to Scholarship and Instructional Development (ASID), an elected faculty committee. Faculty who do not receive a PDA may apply for ASID funding to the Associate Dean for Faculty Development. Visiting faculty receive contract travel funds and are not eligible to apply for ASID funding. Details about the application process are found on the [Provost and Dean of the Faculty website](#).

E. Grants from External Sources

Faculty are encouraged to seek funding for their professional work from foundations outside of the College. Forms of support range from seminars and institutes that provide feedback from fellow scholars to travel and material costs required to conduct research. Some foundations also offer support for curricular innovation or other projects that enhance student learning. In addition, feedback on applications from the granting agency, even when the project is not funded, can provide faculty with valuable insights into their professional development planning.

The [Grants and Foundation Relations Office](#) provides advice and assistance in finding external sources of support and in developing grant narratives and budgets. It is important to coordinate grant-seeking endeavors with the Grants and Foundation Relations Office in order to ensure that the total college fund-raising effort is integrated. Faculty must submit a Proposal Development Form, which allows the Provost's Office to receive advance notice of any funding requests that may require commitments from the College, including any matching funds (for which faculty must submit a Matching Funds Request Form).

Faculty are encouraged to coordinate requests for the funding of scholarly projects with their sabbatical plans. For example, a foundation may be able to provide travel funding for a sabbatical project or make up any lost salary if a faculty member chooses a sabbatical option that does not provide 100% salary. Faculty should typically not plan to request funding for a research leave outside of their sabbatical eligibility. The funds provided by external foundations are generally insufficient to cover the salary costs of hiring replacement faculty and the additional payroll expenses the College incurs for both the Whitman faculty member and faculty replacement.

F. Student/Faculty Research Awards and Other Funds

There are a number of awards which help faculty to enhance the academic program by doing collaborative work with students or bringing speakers to campus. Some of these awards are managed by individual departments, but the majority are overseen by the Office of the Provost and Dean of the Faculty. The faculty elected ASID committee reviews applications for competitive awards. More information on these awards, including the endowments that make them possible and the application process are on the webpage of the [Office of the Provost and Dean of the Faculty](#).

1. Faculty-Student Summer Research

The purpose of the Faculty-Student Summer Research Scholarship is to make it possible for faculty to collaborate with continuing Whitman students in their professional work, allowing for a rich learning opportunity for students to gain first-hand knowledge of the methods and challenges of sustained scholarly work. These collaborative projects are expected to be of such quality that they might lead to publication, exhibition, or performance. More information is found under the [Faculty Development and Support](#) page of the Provost and Dean of the Faculty website.

2. Abshire Awards

The Sally Ann Abshire Research Scholar Awards are awarded each semester to students to assist Whitman professors in their scholarly pursuits. These awards are typically granted for work during the academic year and typically are smaller in scale than summer research awards.

3. Visiting Educators Program

This program provides an opportunity to invite scholarly speakers in the various disciplines to campus. Visiting Educators are usually faculty from other institutions. They receive reimbursement for travel and local expenses, and an honorarium. Departments that have their own endowments for speakers or for unrestricted uses are expected to use these sources of funding. Due to limited funds we are generally not able to support more than one Visiting Educator per department. Faculty should consult with your department chair and/or colleagues if you wish to bring a visiting educator during the academic year. More information may be found on the website of the Provost and Dean of the Faculty: <https://www.whitman.edu/provost/guest-lecturers/visiting-educators>.

4. Lectureships

The College has numerous endowed lecture programs, including the Allen-Boeing Lecture (Economics), Andjelkovic Lecture (Student Engagement Center), Bierman Lecture (History), Brattain Lecture (Physics), Brode Lecture (Science), Cagley Lecture (Foreign Languages), Classical Liberalism Lecture (Economics / Environmental Studies / Politics), Groseclose Lecture (General lectureship), Hosokawa Lecture (Communications), Jackson Lecture (Politics), Kimball Lecture (Classics), Kinsinger (Dean of Students), Langlie Lecture (History / Politics), Lewis Lecture (Politics), Maxwell Lecture (Dean of Students), Perry Lecture (Economics), Rempel Lecture (Biology), Skotheim Lecture (History), Steele Lecture (Dean of Students) and the Willoughby

Lecture (Student Engagement Center). More information may be found on the website of the Provost and Dean of the Faculty:

<https://www.whitman.edu/provost/guest-lecturers/endowed-lectures>.

5. Student Travel to Professional Meetings

Funds are available to assist students to attend professional meetings to present work done collaboratively with Whitman faculty members. Students may also request funding to support their thesis research. Requests are awarded on a first-come-first-serve basis by the Associate Dean for Academic Affairs. Guidelines may be found here:

<https://www.whitman.edu/provost/faculty-development-and-support/student-research-funding>.

G. Mentoring

In order to support faculty seeking guidance as they navigate their early careers at Whitman, the College has two mentoring programs. One program is designed around the specific needs of tenure-track faculty and the other is dedicated to faculty in non-tenure-track appointments. Both programs are overseen by Whitman faculty members who match junior faculty with colleagues with significant experience. Both mentoring programs are meant to offer confidential mentorship to faculty. This mentorship supplements other forms of mentorship provided by departmental colleagues and faculty participating in the formative review process for tenure-track faculty.