Application for Pedagogical Development Leave for Lecturer Faculty Members
(To be submitted by applicant to the Dean)

Application deadlines: Applications are due November 15th of the year preceding the year of the requested leave.

Note: Please read Articles 20.4 through 20.7 of the UNHLU Collective Bargaining Agreement (below) before completing this application.

Name and Title: ______________________________________ Date: __________

Dept: __________________________ College: __________________________

Years serving as UNH Lecturer Faculty Member, including current academic year: ___

Leave requested for:
Fall/year___________ Spring/year___________

If any part of the leave is contingent upon outside funding, please explain.

History of previous Pedagogical Development Leaves at UNH.

Date(s) (e.g., Fall 1998):
____________________________________
____________________________________

I. In one sentence: What is the purpose of the leave?

II. Please use the other side of this page to describe the activities to be undertaken during the leave. Explain how they will advance your expertise and enhance your contribution to the college and University, enabling you to develop unique knowledge and skills that will be brought into the classroom. Describe how your application meets the criteria in Article 20.6 of the UNHLU Collective Bargaining Agreement (below).

III. For the application to go forward to the Dean, the Chair must append a statement of support and a plan for course and service coverage. The applicant may solicit and include statements of support from additional appropriate sources.

Signature of Applicant: __________________________ Date: _________
Approval of Dept. Chair: __________________________ Date: _________
Approval of Dean: __________________________ Date: _________
Approval of Provost: __________________________ Date: _________

3/2018
20.4 Pedagogical Development Leaves for Lecturer Faculty

20.4.1 Up to four Pedagogical Development Leaves (PDLs) per academic year will be awarded on a competitive basis across the University to Lecturer Faculty by the Office of the Provost, on the recommendation of the Dean and Department Chair or Program Director. Should fewer than four satisfactory applications be received in AY15-16 or AY16-17, up to two unallocated PDLs will be rolled over into the following year.

20.4.2 PDLs shall enable programs of education, study, creative activity, and other pedagogical undertakings of importance to both the individual and the University. All PDL proposals should advance the expertise of Lecturer Faculty and enhance their contribution to the college and University by enabling them to develop unique knowledge and skills that will be brought into the classroom.

20.4.3 Eligibility. To be eligible to apply for a PDL, a Lecturer must have completed six academic years of service as a Lecturer Faculty at the University of New Hampshire. A Lecturer who has been granted a PDL shall complete another six academic years of service at UNH before becoming eligible to apply for another PDL.

20.4.3.1 “Academic year of service,” is defined as at least two consecutive semesters of teaching a full load of courses, or the equivalent as approved by the Dean, as defined by the appointment FTE.

20.4.4 Period of Leave and Compensation. The period of PDL for Lecturer Faculty shall consist of a one semester absence. Lecturer Faculty will receive 100% of his or her annual base salary. Lecturer Faculty shall receive full benefits for the duration of the academic leave.

20.4.5 Normally, PDL semesters are awarded in one academic year and taken in the next. Thus, a PDL approved in Academic Year 2015 is taken in Academic Year 2016.

20.4.6 A Lecturer Faculty member who takes a PDL is required to return to the University at the end of the leave and teach for at least two academic years.

20.5 Procedure for PDL Application and Review. The Office of the Provost will maintain on its website updated information about the application process, application form, timelines, and criteria. Lecturer Faculty wishing to apply shall submit the application form and supporting materials to the Dean, including a statement of support from the Department Chair (including a statement regarding plans for course and service coverage) and may solicit additional statements from other appropriate sources.
20.5.1 The Dean or his/her designee(s) shall review all PDL applications, seeking advice from others as appropriate. The Dean shall forward all approved applications to the Office of the Provost with a statement of support.

20.5.2 Applicants shall be notified in writing by the Dean or his/her designee if their application is not forwarded to the Provost and the reasons therefor.

20.5.3 If a Lecturer is denied based solely on inadequate coverage, he/she shall not be denied by the College the opportunity to compete for a PDL on their next application based solely on inadequate coverage, provided that the Lecturer immediately notifies the Chair upon denial of his/her intent to reapply in a future cycle and specifies the timeframe for the reapplication.

20.5.3.1 Should an applicant be denied solely on the basis of inadequate coverage, the Chair will forward a letter of explanation to the Office of the Dean with a copy provided to the applicant.

20.6 Criteria for Granting Pedagogical Development Leaves. All recommendations and decisions regarding the merits of PDL proposals must be based upon the following criteria:

20.6.1 Value (or importance, or prestige value to the institution) and scope of the anticipated outcome(s) that meet specific teaching or service needs of the department or college.

20.6.2 Documented preparation for the proposed project(s).

20.6.3 Applicant’s productivity (quality and quantity of teaching and service), as reflected in the submitted curriculum vitae, proposal, and supporting documents. This productivity does not have to be in the same area as the PDL project, and credible proposals which would enable applicants to develop expertise in a new area of pedagogy of importance to the college and UNH deserve full consideration.

20.6.4 Anticipated outcomes.

20.7 A Lecturer’s base salary and benefits shall not be decreased due to a PDL. Eligibility for salary increases and promotion are also continued. A Lecturer Faculty on leave shall not be required to participate in University activities.