

UAM OPERATING PROCEDURE 425.2
RE: Faculty Development Assignment
Policy

February 19, 1986
Revised: July 1, 2011

A Faculty Development Assignment is an appointment, usually away from the campus, which allows faculty and administrators to pursue an approved faculty development plan while being relieved of teaching and/or administrative duties. It is an official assignment, not a right.

The purpose of the Faculty Development Assignment is to enhance the individual's value to the institution. The objective of an individual plan could be, but is not limited to, (1) providing additional formal education to provide the faculty member with expertise to work in other areas where critical shortage of applicants exists, (2) retraining tenured faculty members for service in high growth areas to avoid retrenchment, (3) providing opportunities for graduate study to meet accreditation standards, or (4) enhancing the value of the individual's worth to the institution.

An individual faculty development activity must be proposed by the immediate supervisor in cooperation with the employee and forwarded through administrative channels to the President. The proposed program must be consistent with the Individual Plan of Development on file in the supervisor's office.

The Faculty Development Assignment should be completed within one calendar year or its equivalent. The institution may pay salary, tuition, and fees. Any financial support will be contingent upon the availability of funds. The institution will require the individual to use all accrued vacation during the educational leave period.

In accepting a Faculty Development Assignment, an employee agrees to return to the University for a period equal to three times the length of the assignment; if not, he/she will reimburse the University for all expenses it incurred for which it was not otherwise legally obligated to pay.

FACULTY DEVELOPMENT ASSIGNMENT PROPOSAL

To be Completed by the Unit Head

Name of employee _____ Rank _____

Academic Unit _____ Highest Degree Held _____

Primary Teaching
Assignment _____

Proposed educational goal including timetable, place of study, degrees or major, new teaching expertise, etc.

Discuss thoroughly the benefits to the University and this individual.

Signed:
Unit Head _____ Date _____

Faculty _____ Date _____

Vice Chancellor _____ Date _____

Chancellor _____ Date _____

CONTRACT GOVERNING FACULTY/STAFF DEVELOPMENT ASSIGNMENT

Under provision of UAM Operating Procedure 425.2, the University of Arkansas at Monticello and _____ enter into a contractual agreement regarding a Faculty/Staff Development Assignment.

In accordance with Board Policy 405.1, the University of Arkansas at Monticello offers to continue in its service the above named individual. The University's commitment shall be limited to the salary and fringe benefits to which _____ would have been entitled had this contract not been negotiated, plus _____ tuition costs and travel costs.

I, _____, accept the University of Arkansas at Monticello's offer of a Faculty/Staff Development Assignment under the conditions specified above. Acceptance of this offer from the University for educational compensation, reimbursement, or expenses for any part of a semester or quarter term shall count as one full semester.

In accepting this offer, I agree to enroll at _____ during the fall semester _____, spring semester _____, and/or summer semester(s) _____, and attain the educational goal of _____ by _____.

I, _____, agree to use all accrued vacation time prior to the conclusion of my educational leave period.

I further agree that if I do not attain the above stated educational goal within the time period specified, or if I do not return to and remain in the employment of the University for a period three times the length of the assignment, unless released by the University, I will pay to the University the total cost of the out-service training and compensation paid during the assignment.

This agreement entered into on the _____ day of _____ by and between:

For the University:

For the Employee:

Chancellor

Name

Notary Public