**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):

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**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Excerpt from:**

**COLLECTIVE BARGAINING AGREEMENT**

**USNH Board of Trustees,**

**University of New Hampshire &**

**University of New Hampshire Lecturers United - AAUP**

**July 1, 2022 - June 30, 2027**

**20.1** The University recognizes the importance of encouraging and supporting Lecturer Faculty in pedagogical development activities that enhance knowledge, creativity, skills, and instruction and that further the university’s academic mission. Pedagogical development includes, but is not limited to, workshops, courses, conferences, pedagogical development leaves, and participation in organizations related to the Lecturer Faculty member's academic discipline and job duties.

**20.2** In order to fulfill pedagogical development, all Lecturer Faculty members are eligible to compete for the same funds in support of pedagogical development as other Faculty, when available, and subject to stipulated terms and conditions of the funds.

**20.2.1** In the case of University sponsored funds for pedagogical development Lecturer Faculty may not be excluded on the basis of their faculty status.

**20.3 Conferences, Workshops, and Professional Organizations**

**20.3.1** The University shall make available a pool of $60,000 for each academic year to be allocated to each College proportionally to the size of its Lecturer Faculty ranks and awarded in support of participation in appropriate professional gatherings.

**20.3.2** Within each College, the allocation process will be announced to all of its Lecturer Faculty on an annual basis. Any of these funds unused by the end of the year will not roll forward into the following year.

**20.4 Pedagogical Development Leaves for Lecturer Faculty**

**20.4.1** Up to five 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. Should fewer than five satisfactory applications be received in a given year, the unused PDL (s) shall not roll forward 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 their 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 2022-2023 is taken in Academic Year 2023-2024.

**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. Applications will be submitted by the Lecturer Faculty member by November 15 in the Academic Year prior to the Academic Year of the desired leave; notification shall be made to all applicants of the outcome of their application no later than the following February 15. Lecturer Faculty wishing to apply shall submit the application form and supporting materials to the Dean, including a statement of departmental support (including a statement regarding plans for course and service coverage) and may solicit additional statements from other appropriate sources.

**20.5.1** The Dean 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 if their application is not forwarded to the Provost and the reasons therefor.

**20.5.3** If a Lecturer would be denied based solely on inadequate coverage, the award shall be granted and the leave shall be deferred to the following academic year. This would not constitute a rollforward.

**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 performance in teaching and service, as reflected in the submitted curriculum vitae, proposal, and supporting documents. This performance 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 shall receive 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.