

## **2010 ACADEMIC STAFF PROFESSIONAL DEVELOPMENT RELEASE TIME**

Article XIII.B.3 of the WSU/AAUP-AFT contract provides as follows:

“Upon presentation of an appropriate project for professional development, and with the approval of the unit administrator, an Academic-Staff member is entitled to up to one day of released time per week for up to fifteen weeks per calendar year. Failure to approve the project is not grievable. There shall be no more than seven percent of the academic staff approved for professional development leaves in any calendar year. The process shall be done on an annual basis at the same time as the sabbatical leave process. . . .”

Requests for released time during academic year 2010-2011 are now being accepted. Three copies of completed applications with all required signatures should be submitted to the Clarissa Adams in the Office of the Provost by December 4, 2009.

# WAYNE STATE UNIVERSITY

## Application for Academic Staff Professional Development Project Released Time

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Assignment:  9-month  12-month Rank/Classification: \_\_\_\_\_

School/College/Division: \_\_\_\_\_ Department: \_\_\_\_\_

Department Address: \_\_\_\_\_ Department Phone: \_\_\_\_\_

Professional development project released time is requested for the following amount of time (up to one day per week for up to 15 weeks):

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
Department Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
Dean/Vice President \_\_\_\_\_ Date \_\_\_\_\_

Please confine your answers to the space provided; any supporting materials may be attached.

**Please append your professional record (signed and dated) and these pages to the Application for professional development project release time.**

1. Please give a brief statement of your professional development project. Include in the statement (1) a summary of the present state of knowledge in the area of your project (if applicable); (2) the methods you propose to employ; and (3) the contribution you expect to make to this field.

2. Please cite the value of the proposed professional development project release time to your professional career and its value to the University. Also, list any of your publications or professional activities that are relevant to the proposal.

3. Where do you plan to carry out your project and what influenced your decision to choose this location?

4. If you have previously been awarded professional development project released time at Wayne State University, please attach a copy of the application therefor and a written report that indicates the extent to which the purposes of that leave were achieved.

Note: Three copies of the completed applications with the required signatures should be submitted to the Claressa Adams in the Office of the Provost by December 4, 2009. Please address any questions regarding this process to Claressa Adams (c.adams@wayne.edu; 577-9001).