2019-20 ACADEMIC STAFF PROFESSIONAL DEVELOPMENT RELEASED TIME

Article XIII.B.3 of the WSU/AAUP-AFT contract provides in part 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 2019-2020 are now being accepted. An email with the application and approval from the administrator should be submitted to Jacob Wilson (Jake.Wilson@wayne.edu) on or by December 17, 2018.
Coversheet 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 coversheet 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 released 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 therefore and a written report that indicates the extent to which the purposes of that leave were achieved.

Note: A PDF with all required signatures should be submitted to Jacob Wilson (Jake.Wilson@wayne.edu) on or by December 17, 2018. Please address any questions regarding this process to Mr. Wilson (577-2256)