

Chapter VI - Professional Development

In the interest of maintaining and enhancing both the scholarship and teaching of the faculty, the College offers an array of opportunities for professional development.

A. Sabbatical Leave

1. The Post-Tenure Sabbatical Program

All benefits are continued, although some income-based benefits (for example, TIAA) may be adjusted.

All tenure-track faculty are eligible to apply, after 10 semesters of full-time teaching, for one of the following:

- a. A one semester sabbatical at 90% annual salary; must teach three courses in the other semester; or
- b. A full-year sabbatical at 70% annual salary; or
- c. A one-semester sabbatical at 100% of the annual salary – after 12 consecutive semesters of full-time teaching

2. The Pre-Tenure Sabbatical Program

All pre-tenure, tenure-track faculty are eligible to apply, after:

- a. Four consecutive semesters of full-time teaching, for a one semester sabbatical at 91% annual salary; must teach three courses in the other semester; or
- b. After six consecutive semesters of full-time teaching, a one-year sabbatical at 90% annual salary; or
- c. After eight consecutive semesters of full-time teaching, a one-semester sabbatical at 100% annual salary; must teach three courses in the other semester.

Examples for pre-tenure, tenure-track faculty:

# Se	Sem	# Yr	Eligible		
			d	d	f
1	Fall	1	teach	teach	teach
2	Spring		teach	teach	teach
3	Fall	2	teach	teach	teach
4	Spring		teach	teach	teach
5	Fall	3	1-sem @ 91%	teach	teach
6	Spring		teach	teach	teach

7	Fall	4	teach	1-yr @ 90%	teach
8	Spring		teach		teach
9	Fall	5	teach	Next eligibility will be post tenure (after ten consecutive semesters)	1-sem @ 100%
10	Spring		1-sem @ 91%		Next eligibility will be post tenure (after ten consecutive semesters)
11	Fall	6	Next eligibility will be post tenure (after ten consecutive semesters)		
12	Spring				
13	Fall	7			
14	Spring				
15	Fall	8			
16	Spring				
This applies only to the first six years of the pre-tenure appointment.					

Faculty should note that, if they wish to take a semester sabbatical in the third year and the fifth year, they should ensure they go on sabbatical in the fall of the third year. Those who take sabbatical in the spring of their third year (or their sixth semester) will not be eligible again until their sixth year, after which materials for tenure and promotion are due.

This information is also in the [Faculty Code](#), CH. I, Art. VI, Sec. 1.

3. Evaluation

Proposals will be evaluated by the Committee of Division Chairs. Sabbatical leaves are granted for projects of such a nature and magnitude that their completion is impossible while the faculty member is engaged in regular teaching obligations. Most proposals should be no longer than three pages, be comprehensible to educated individuals outside of the discipline, and begin with a summary or abstract. Criteria used to evaluate sabbatical proposals are in the [Faculty Code](#), CH. I, Art. VI, Sec. 1. Proposals which are scholarly in nature should result in publication or equivalent presentation. All proposals should have clearly defined objectives by which their success or lack of success can be judged. Proposals should include an updated vita and a statement from the department chair as to whether or not a replacement will be necessary.

If other grants or salaries supporting the applicant's project become available, the financial obligation of the College shall not exceed the balance necessary to complete the applicant's base salary for the period of the sabbatical, plus those unusual expenses associated with the leave. Cost of living expenses will be considered a possible unusual expense on a case by case basis, as determined by the Provost and Dean of the Faculty.

The College maintains payment of its contributions for TIAA, group life, and major medical insurance during the period the faculty member is on sabbatical leave. Faculty on sabbatical retain the use of their computer, their JPMC card, and their office, if space allows.

4. Return

A faculty member returning from sabbatical is required to include a detailed report in their next Annual Faculty Activity Report. Because the AFAR covers a calendar year, when reporting on the first half of an academic year sabbatical, faculty can either report on what has been done to that point or simply note the report is “to be continued” and included in the next AFAR. Any significant modifications in the plans and goals outlined in the initial proposal made over the course of the sabbatical leave should be included in this report. In addition, it is expected that a faculty member returning from sabbatical leave will give a public presentation reflecting the accomplishments of the leave.

It is expected that anyone granted a sabbatical leave will return to the service of Whitman College for at least two semesters with teaching responsibilities.

5. Sabbatical Replacements and Scheduling

Replacements for faculty who have been approved for a sabbatical leave are not automatically granted. Once sabbaticals are authorized, the Provost and Dean of the Faculty will call for replacement requests and justifications, and in consultation with the Committee of Division Chairs, will work with departments to determine replacement needs. The department chair should work with their department to schedule sabbaticals in a manner that minimizes disruptions to the department’s curriculum and major program and accommodates, to the greatest extent possible, the needs of non-tenured tenure-track faculty.

6. Early Sabbatical Option

An optional opportunity for faculty who are interested in applying for national or international fellowships, or who have research opportunities that are time sensitive (such as an archive closing or a short-lived natural phenomenon). If the fellowship or research timeline does not align with sabbatical eligibility, an early sabbatical may be requested. It will be necessary for the department to consent to the early sabbatical and for the Committee of Division Chairs to approve the sabbatical project.

The College maintains payment of its contributions for TIAA (although contributions are based on reduced salary, not the base salary), group life, and major medical insurance during the period the faculty member is on early sabbatical leave. Faculty on sabbatical retain the use of their

computer, the JPMC card, and their office.

Upon return, a faculty member's eligibility for their next sabbatical will be increased by the number of years that had remained before their regular sabbatical eligibility. For example, if a faculty member took an early sabbatical after 4 years rather than a regularly-scheduled sabbatical after 5 years, they would be eligible for their next sabbatical after 6 years of teaching (1 year left before sabbatical one + the regular 5 years until sabbatical two = 6 years). For reasons of equity among faculty, it is not possible to take two early sabbaticals in a row. A faculty member must teach for the extended period and take the next sabbatical after the extended period before the early sabbatical option is available to them again.

B. Leaves of Absence

Faculty members who seek approval of an unpaid leave of absence should submit a request to the Provost and Deans of the Faculty. After soliciting from the appropriate department a statement of the anticipated impact of this leave on the academic program, the Committee of Division Chairs will offer a recommendation to the Provost and Dean of the Faculty. A one-semester leave of absence will count as two teaching units in a faculty member's normal five teaching unit load. It is not usually the case that the Provost will approve a request for a leave of absence for a second year in a row.

Faculty who do not yet have tenure need not return to the College at the end of their leave, nor does the College have a responsibility to retain them in their position.

- a. Will not receive benefits;
- b. Is not eligible to receive professional development funding;
- c. Will not retain a JP Morgan Credit card;
- d. Will relinquish to WCTS their college-owned technology equipment (laptop and/or desktop, iPad or tablet, etc.);
- e. Will relinquish access to their college office;

Upon return from a leave of absence, untenured faculty members must teach full-time for four consecutive semesters or four consecutive years to be eligible to apply for a one-semester or full-year sabbatical, respectively. Tenured faculty members upon return must teach full-time for ten consecutive semesters to be eligible for a one-semester or one-year sabbatical.

A. Funds for Scholarship and Instructional Development

Tenured and tenure-track faculty not supported by start-up funds or income from an endowed chair, as well as faculty with senior status will be provided

with a Professional Development Allowance (PDA) to support their professional development. Faculty members who participate in the SCP will not receive an annual Professional Development Allowance. These funds will support legitimate professional expenses (faculty travel for research/creative activity, professional meetings, journal subscriptions, memberships in professional societies, research materials - books, software, supplies). The funds may not normally be used to support student research, computer purchases, and teaching materials otherwise supported by departmental or program budgets. Details on allowable expenses can be found on the [Provost and Dean of the Faculty](#) website.

If available, additional funding may be awarded to proposals seeking support for scholarship and instructional development needs that exceed the use of the PDA. Proposals are evaluated by the elected committee on Aid to Scholarship and Instructional Development (ASID). See [Professional Development Funding](#) for application information.

B. Grants from External Sources

Faculty are encouraged to seek funding for their professional work from foundations outside of the College. Forms of support range from seminars and institutes that provide feedback from fellow scholars to travel and material costs required to conduct research. Some foundations also offer support for curricular innovation or other projects that enhance student learning. In addition, feedback on applications from the granting agency, even when the project is not funded, can provide faculty with valuable insights into their professional development planning.

The [Grants and Foundation Relations Office](#) provides advice and assistance in finding external sources of support and in developing grant narratives and budgets. It is important to coordinate grant-seeking endeavors with the Grants and Foundation Relations Office in order to ensure that the total college fund-raising effort is integrated. Faculty must submit a [Proposal Development Form](#), which allows the Provost's Office to receive advance notice of any funding requests that may require commitments from the College, including any matching funds (for which faculty must submit a [Matching Funds Request Form](#)).

Faculty are encouraged to coordinate requests for the funding of scholarly projects with their sabbatical plans. For example, a foundation may be able to provide travel funding for a sabbatical project or make up any lost salary if a faculty member chooses a sabbatical option that does not provide 100% salary. Faculty should typically not plan to request funding for a research leave outside of their sabbatical eligibility. The funds provided by external foundations are generally insufficient to cover the salary costs of hiring

replacement faculty and the additional payroll expenses the College incurs for both the Whitman faculty member and faculty replacement.

C. Student/Faculty Research Awards and Other Funds

1. Faculty-Student Summer Research

The purpose of the Faculty-Student Summer Research Scholarship is to make it possible for faculty to collaborate with continuing Whitman students in their professional work, allowing for a rich learning opportunity for students to gain first-hand knowledge of the methods and challenges of sustained scholarly work. These collaborative projects are expected to be of such quality that they might lead to publication, exhibition, or performance. More information is found under the [Faculty and Student Research](#) page of the Provost and Dean of the Faculty website.

2. Abshire Awards

The [Sally Ann Abshire Research Scholar Awards](#) are awarded each semester to students to assist Whitman professors in their scholarly pursuits. These awards are typically granted for work during the academic year and typically are smaller in scale than summer research awards.

3. Visiting Educators Program

The [Visiting Educator](#) program provides an opportunity to invite scholarly speakers in the various disciplines to campus. Visiting Educators are usually faculty from other institutions. They receive reimbursement for travel and local expenses, and an honorarium. Departments that have their own endowments for speakers or for unrestricted uses are expected to use these sources of funding. Due to limited funds, no more than one Visiting Educator per department can usually be supported. Faculty should consult with their department chair and/or colleagues if they wish to bring a visiting educator during the academic year.

4. Lectureships

The College has numerous [endowed lecture programs](#) (please see the [Whitman College catalogue](#) for all endowed lectures).

5. Student Travel to Professional Meetings

Funds are available to assist students to attend professional meetings to present work done collaboratively with Whitman faculty members. Students may also request funding to support their thesis research. Requests for [student thesis research and presentation travel](#) are awarded on a first-come-first-serve basis by the Associate Dean for Academic Affairs.

D. Mentoring

In order to support faculty seeking guidance as they navigate their early careers at Whitman, the College has [two mentoring programs](#). One program is designed around the specific needs of tenure-track faculty and the other is dedicated to faculty in non-tenure-track appointments. Both programs are overseen by Whitman faculty members who match junior faculty with colleagues with significant experience. Both mentoring programs are meant to offer confidential mentorship to faculty. This mentorship supplements other forms of mentorship provided by departmental colleagues and faculty participating in the formative review process for tenure-track faculty.