

The collegial and intellectual atmosphere of a university provides faculty with the opportunities to share ideas and engage in research as well as to attend professional meetings and interact with faculty of other institutions. The exchange of views concerning teaching and research is seen as a continuing stimulus to maintain the quality of the faculty.

PROFESSIONAL DEVELOPMENT OFFICE

The Professional Development Office is a part of the Division of Education. Professional Development is the administrative unit responsible primarily for instructional services off campus and short-term courses on campus. The Office of Professional Development coordinates varied programs of credit and non-credit instruction and is responsible for recruitment, needs assessment, logistics, hiring teaching personnel, publicity, and public relations involved with the divisional offerings.

THE CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning supports faculty in fulfilling their faculty role - teaching, research/scholarship and service - with primary attention to their role as teachers. Under the auspices of the Faculty Development Committee, the Center provides services and sponsors programs. The services include Teaching Observation and Student Evaluations Consultation. The programs are anchored by a Weekly Lunch Series, but extend to include workshops, guest speakers and consultants, reading circles, faculty colloquia, and special interest groups. The Center underwrites attendance at selected conferences each year. Additionally, The Center sponsors two yearlong fellowship opportunities: The Diversity Institute and the Scholarship of Teaching and Learning Fellowship. Additional programs sponsored by The Center for Teaching and Learning include the annual Baldwin Lecture and New Faculty Orientation. Student Associates of The Center assist the Director in managing the varied programs offered throughout the year.

Support for instructional technology is provided through The Center by the Instructional Designer, the Senior Teaching and Learning Technology Specialist, and the lab facilities of the Teaching and Learning Technology Center located in Pickler 203.

TRUMAN STATE UNIVERSITY INTERNAL GRANT PROGRAMS

Truman State University believes that sound instruction and effective scholarship are complementary in promoting a pervasive intellectual atmosphere. To further the mission of the University and to support its faculty, Truman provides grant funding on a limited basis. Specific faculty grant programs are announced by the Vice President for Academic Affairs annually.

Scholarship of Assessment Grants

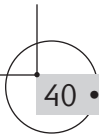
These annual grants were initiated in 2003 in response to a campus-wide call for the use of assessment data to inform decisions as well as to promote the scholarship of teaching and learning at Truman. The Assessment Grants are directed toward two basic goals: 1) to improve the quality of student learning and development at Truman, and 2) to enhance the culture of assessment through faculty and staff participation in assessment research and scholarship. All competitive grant proposals should focus on the use of assessment data to answer questions of importance to the University community.

The University invites grant proposals that examine University-wide issues as well as discipline-specific questions. Faculty and staff may submit proposals in any number of areas, including (but not limited to) improving the curriculum, developing and refining student learning outcomes in the disciplines, improving retention and graduation rates, enhancing student success, enhancing student assessment motivation, and improving current assessment tools. Guidelines are published annually.

EXTERNALLY FUNDED GRANTS AND SPONSORED PROJECTS

The faculty and staff of Truman State University are encouraged to obtain external funding for various programs and projects. This funding allows the University to carry out its objectives more adequately and to expand and enhance the variety of opportunities available to the University community.

Several factors should be considered in pursuing external funding. Grants should be sought to advance the programs of the institution and not merely for the sake of receiving an award. Only those grants should be sought that are within the competence and resources of the University to manage. Grants that require increases in staff or other



financial obligations should be undertaken only with prior administrative approval.

The Office of Grants and Foundation Relations is responsible for coordinating all campus activities related to externally funded grants and sponsored projects. All proposals requesting support from sources outside the University must be submitted through this office. The Grants Office also offers a variety of services to help you locate grant opportunities and prepare the proposal. For information or assistance with any aspect of proposal preparation and submission, contact the Office of Grants and Foundation Relations. The Grants Office website is <http://grants.truman.edu>.

PROFESSIONAL TRAVEL POLICY

The University provides support for faculty to travel on University-related business. In all cases in which a faculty member is traveling on University business, he or she must submit a Request to be Absent from Campus form at least two weeks prior to the trip, for instance travel and for weeks for out-of-state travel. Prior approval ensures that the faculty member is covered under Workers' Compensation in the event of injury or accident. This requirement applies whether or not the faculty member is requesting reimbursement from University funds.

Reimbursement for pre-approved travel expense is made by submitting a Travel Expense Report form to the appropriate division personnel. Original receipts for meals, (in excess of \$10.00), lodging, and transportation must be attached to the form. The State of Missouri imposes clear limitations on food and lodging reimbursements for Missouri and out-of-state travel. Faculty members should consult the Business Office for current travel and meal reimbursement policies.

SABBATICAL LEAVE

Faculty may apply for sabbatical leaves in accordance with Board of Governors policy when funds are deemed available to support this program. Details will be provided by the Office of the Vice President for Academic Affairs regarding application guidelines, timelines, and other relevant information.

The policy for professional leave for faculty members is set forth as follows: A professional or sabbatical leave should benefit both the faculty member and the institution. Because of continuous service, each faculty member may be considered for his or her initial professional leave at the conclusion of the seventh year, or at a later date, for the

purpose of advanced study, conducting research studies, appropriate educational travel, or for securing appropriate industrial or professional experience; such leaves shall ordinarily not be granted for a period of less than one semester nor for more than one academic year, except in instances where the best interest of the University will be served by doing so.

Compensation for sabbatical leaves shall be based on a percentage of the monthly salary from the last full semester of service prior to the beginning of the leave. For leaves of one semester, the compensation rate shall be 100 percent. For leaves of two semesters the compensation rate shall be 80 percent. Time spent on sabbatical leave shall be considered time in rank for the calculation of years of service for promotion, unless specifically requested not to count. A faculty member with two consecutive years of service, but less than seven years of service after the most recent leave, may be granted compensation on a proportionate basis of seven years. For example, a faculty member granted a leave of two semesters, having completed two years of service since his or her most recent leave, would be entitled to compensation at a rate of two-sevenths of the aforementioned 80 percent. In general, no more than two percent of the total of the combined salaries of the academic and administrative staff shall be used for sabbatical leave during any semester.

A sabbatical leave may be extended with Board of Governors approval on rare occasions, such as for completion of a doctorate or other commitment which should not be interrupted. Any faculty member granted a leave shall agree to return to the service of the institution for a period of two academic years. Persons failing to return to the institution shall refund all sabbatical pay. Those who return for only one year shall refund one-half the sabbatical pay.

During his or her sabbatical leave, the faculty member shall be entitled to all rights and privileges to which he or she is usually entitled as a faculty member, including fringe benefits and standard salary increases. Application for sabbatical leave should generally be transmitted to the proper administrative authorities at least nine months prior to the beginning date of the requested leave. Leave provisions shall be applicable to all members of the administrative and instructional staff.

REASSIGNMENT FOR AN EXTERNAL GRANT

Faculty who are awarded external grants (Fulbright, etc.) that call for them to leave campus for one or more semesters may request reassignment for the grant period rather than a leave of absence. Upon recommendation of the dean and approval of the Vice President for Academic Affairs, a

faculty member will be reassigned during the approved grant period. When approved, this reassigned time will count as time in rank for tenure and/or promotion. The University will extend applicable benefits to reassigned faculty consistent with current policies (faculty should check with their dean and Business Office regarding applicable

benefits policies). Salary during the period will be suspended during the reassigned time. Any salary increase for which reassigned faculty would have been eligible during their reassigned time will be factored into the rate of pay upon their return to the University and resumption of their regular duties.