

**ALCORN STATE UNIVERSITY
FACULTY AND STAFF DEVELOPMENT
POLICY AND PROCEDURES MANUAL**



Alcorn
State University

APPROVED:

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**ALCORN STATE UNIVERSITY
FACULTY AND STAFF DEVELOPMENT MANUAL**

Preface

This Faculty and Staff Development Manual is issued by the President under the laws of the State of Mississippi and the regulations of the Board of Trustees of State Institutions of Higher Learning.

This development manual is a policy and procedure statement of the university. It is not intended to be and shall not be construed as a contract or part of a contract between Alcorn State University and its faculty and/or staff.

Any policy statement or procedure contained in this manual that is found to be in conflict with the policies of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi, the laws of the State of Mississippi, the federal government or relevant decisions of state or federal courts is declared null and void.

Presidential Authority

The Board of Trustees of State Institutions of Higher Learning has delegated to the President of Alcorn State University the authority to administer the policies and programs of the institution. As the representative of the Board of Trustees, s/he is the official representative and spokesperson for the university in all administrative relations with state, regional and national organizations and agencies. *Section 301.0801(C) of the IHL Board of Trustees Policies and Bylaws* (amended January 16, 2014), specifically explicates:

The Institutional Executive Officer shall make recommendations regarding the educational policy and academic standards of his/her institution. The Commissioner may recommend such policy to the Board for approval. (§301.0801(C))

Philosophy

Alcorn State University subscribes to the belief that among its most important assets are the faculty and staff members, and such assets may appreciate over time. The university further believes that learning is a continuous process and that faculty and staff members must continue to learn and grow intellectually in order to maintain and/or improve their effectiveness and productivity. Consequently, the university is committed to a Faculty and Staff Development Program which provides opportunities for continuous professional growth of its faculty and staff.

Policy

The Faculty and Staff Development Program is designed to meet the professional development interests and needs of individual faculty and staff members as well as the needs of the university. It is the policy of the university to maintain an equal opportunity faculty/staff development program. The university maintains the right to identify areas in which particular faculty and staff enhancement will be in the best interest of the university. It is also the policy of the university to make every effort to be responsive to self-initiated requests from faculty and staff for opportunities to be involved in professional development activities. While it is the intention of the university to actively encourage and support faculty and staff development, the university believes that the individual faculty and staff must take primary responsibility for their professional growth and development. Faculty and staff members must follow prescribed university policies and procedures when applying for leave and/or financial assistance to participate in faculty/professional development activities.

FACULTY AND STAFF DEVELOPMENT OPPORTUNITIES

The basic types of faculty and staff development opportunities at Alcorn State University are namely: 1) university-sponsored mini-research/creative activities grants; 2) conferences, seminars, short courses, and workshops; 3) educational and sabbatical leave; and 4) cooperating teachers professional development opportunities. These programs are described below.

1. University-Sponsored Mini-Research/Creative Activities Grants

These grants are designed primarily for faculty and staff members with limited experience in grant writing but who are interested in becoming involved in sponsored programs. These grants assist the faculty and staff in conducting, completing, and publishing research or creative works in which they are interested and which are consistent with the priorities of the university. Faculty who engage in these university-sponsored mini-research or creative grant activities may be provided release time to participate in such activities based upon the nature of the research/activity and in consideration of the unique resource constraints of the university, school, or department.

2. Conferences, Seminars, Short Courses, and Workshops

Faculty and staff members are encouraged to attend on-campus and off-campus conferences, seminars, short courses, and workshops geared toward their professional development. Faculty and staff may attend these activities as attendees and/or as presenters, moderators, evaluators, or in other capacities. The university provides financial assistance as well as release time for faculty and staff to participate in such professional development activities based on the availability of funds and other relevant factors.

3. Educational/Academic Leave

Educational or academic leave may be provided to any faculty member who has been employed at the university for three (3) or more years and wishes to pursue advanced study. Such leave may be with or without financial support of the university. The duration of the educational or academic leave will be determined at the time a contract for leave is executed and will be specifically stated in the contract. The type of leave requested will determine the length of time for which educational leave is granted and whether or not financial support may be provided.

Educational and academic leave include pursuing graduate study & post-doctoral study (*IHL Policies & Bylaws §408.01*), upgrading credentials (*IHL Policies & Bylaws §408.02*), sabbatical leave (*IHL Policies & Bylaws §408.03*), professional leave (*IHL Policies & Bylaws §408.04*).

The university recognizes the desirability of having a critical percentage of its teaching faculty with graduate degrees, terminal degrees, post-doctoral study, and/or upgraded credentials. This is necessary to meet accreditation criteria (including but not limited to *SACS §3.5 – 3.7* requirements) as well as to enhance the competencies of faculty and provide credibility for research endeavors. The university, therefore, actively encourages faculty members to pursue graduate degrees, terminal degrees, post-doctoral study, and/or upgraded credentials, as needs of the academic unit require (e.g., tenure and promotion requirements; accreditation standards, etc.). The university is particularly mindful of the importance of ensuring that there is an appropriate number and percentage of faculty with terminal degrees in all academic disciplines. To this end, the university encourages and assists faculty members to pursue a terminal degree in academic

disciplines in which there is an inadequate number of degrees in light of fund and resource availability.

It is the sole responsibility of the university to decide the academic discipline in which it will offer a fellowship, stipend, and/or other types of financial assistance, when or where budget allocations so allow. The university may approve a faculty member's request to pursue said educational/academic leave with or without providing financial assistance. A faculty member who is approved for an educational/academic leave with or without receiving financial assistance from the university must enter a contract with the university for continued service.

No educational/academic leave will be obtained without the faculty member first executing a contract with the university. A faculty member who was on approved academic leave and who subsequently receives a graduate degree, terminal degree, post-doctoral study, or upgraded credential is expected to return to the university at the completion of the leave per contractual terms. Such an individual is expected to work at least one and one-half (1 ½) years at the university for every one year that the university provided financial assistance. A faculty member who has received a graduate degree, terminal degree, post-doctoral study, or upgraded credential academic leave with or without financial assistance from the university is expected to achieve the end-purpose of the aforesaid leave (e.g., the graduate degree, terminal degree, completion of post-doctoral study, or upgraded credentials) before rejoining the faculty.

4. Cooperating Teachers/Principals Professional Development Opportunities

Alcorn State University is committed to achieving and maintaining excellence in its teacher education program. One important component of a quality teacher education program is the quality of cooperating teachers who serve as role models and provide supervision to Alcorn's teacher education majors during the students' practicum and student teaching.

The university, therefore, provides opportunities for cooperating teachers and principals to participate in educational activities at the university at no cost to the cooperating teachers and principals. Such educational and professional development opportunities include: 1) taking courses at the university; 2) attending conferences, seminars, and workshops at the university; and 3) using the university facilities--library, computing facilities, laboratories, and other appropriate facilities.

Cooperating teachers and principals are encouraged to take advantage of the professional development opportunities that are available to them at Alcorn.

Statutory & IHL Leave Requirements

Per Mississippi law and relevant *IHL Policies & Bylaws*, namely §408 *Educational & Sabbatical Leave*, Alcorn State University endeavors to ensure that its Educational/Academic Leave Policy fully comports with the following relevant sections :

Graduate and Post-Doctoral Study §408.01:

The policy of [Alcorn State University] has been to encourage leaves of absence for graduate and post-doctoral study. For this purpose, leaves are granted for a school year, a semester or, on occasions, a part of a semester. No salary is paid by the institution for the period of the leave, except under the provisions of the Board's sabbatical leave policy. *Miss. Code Ann., Section 37-101-183, as amended.*

Upgrading Credentials §408.02

Any member of the faculties of Alcorn State University [. . .] shall be eligible for leave of absence to pursue advanced academic training so as to elevate the scholastic qualifications of the faculties of these above-mentioned universities, in line with the requirement of the several accrediting agencies. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the university where the faculty member is employed.

The Board of Trustees of State Institutions of Higher Learning is hereby authorized to make payment of salary, or such part of salary as may be decided, of such faculty members who are under contract for academic leaves. *Miss. Code Ann., Section 37-101-181, as amended.* Under provisions of the Plan of Compliance (1974), incumbent personnel of each institution will have opportunities to upgrade their employment credentials sufficiently to be promoted and to be offered new positions; leaves of absence are to be made available to minority faculty members for this purpose.

Sabbatical Leave §408.03

A. Qualifications

Any member of the faculty at [Alcorn State University] shall be eligible for sabbatical leave, for the purpose of professional improvement, for not more than two semesters (fall and/or spring) immediately following any twelve (12) or more consecutive semesters of active service in an institution of higher learning of this state where such faculty member is employed or for not more than one (1) semester immediately following any six (6) or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provided for. *Miss. Code Ann., Section 37-101-183, as amended.*

B. Application

Applications for sabbatical leave shall be made to the Institutional Executive Officers and submitted to the Commissioner for consideration by the Board. Approval or disapproval of the applications for sabbatical leave shall be made on the basis of regulations prescribed by the Board.

C. Contractual Agreements

Any person who is granted sabbatical leave and who fails to comply with the provisions of such leave as approved by the state institutions of higher learning may have his or her leave terminated by the Board. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave.

Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

In order to provide for the above leaves, the Board shall have the power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the state institutions of higher learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken. *Miss. Code Ann., Section 37-101-183, as amended.*

D. Compensation

The Board is hereby authorized to make payment of salary, or such part of salary as may be decided for such faculty members who are under contract for academic leaves. No salary is to be paid by the institution for the period of leave, except under the provisions of the sabbatical leave policy. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner in which salaries of the other members of the faculty are paid. *Miss. Code Ann., Section 37-101-183, as amended.*

E. Benefits

A faculty member on sabbatical leave remains a full-time employee of the Board. Such faculty member shall retain all the rights and benefits including those of retirement, insurance, housing, longevity, and other benefits.

F. Institutional Quota

No more than 4 percent (4%) of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester.

Professional Leave §408.04

Any actively contributing member of the Public Employees' Retirement System who has at least four (4) years of membership service credit and who receives, or has received, professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:

(a) The professional leave is performed with a public institution or public agency of this state, or another state or federal agency;

(b) The employer approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and employer;

(c) Such professional leave shall not exceed two (2) years during any ten-year period of state service;

(d) The employee shall serve the employer on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;

(e) The actively contributing member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. The member may begin to purchase such service credit at such time as the total eligible additional credit, when added to the member's creditable service, will entitle the member to receive a retirement allowance within five (5) years. The provisions of this subsection are subject to the regulations of the Internal Revenue Code limitations:

(f) Such other rules and regulations consistent herewith as the Public Employee Retirement System may adopt and in case of question, the Board shall have final power to decide the questions. *Miss. Code Ann., §25-11-109(8)*, as amended.

The following table (Table 1.0: Academic and Professional Leave Summary) attempts to summarize the *IHL Policies & Bylaws* upon which the Alcorn State University Education and Academic Leave Policy is based.

Tabular Summary

Table 1.0	ACADEMIC				PROFESSIONAL
	Graduate & Post-Doctoral Study §408.01	Upgrading Credentials §408.02	Sabbatical Leave §408.03		Professional Leave §408.04
<i>Qualifications</i>	See Institutional Policy	Subject to contract terms	Faculty with 12+ consecutive semesters of active service	Faculty with 6+ consecutive semesters of active service	4-years PERS contributor membership credit
<i>Stated time limits for leave?</i>	1 school year or 1 semester or part of a semester	Subject to contract terms	1-2 semesters of professional improvement leave	1 semester of professional improvement leave	2 years (max) during any 10 year period of state service
<i>Other Limitations</i>	Academic leave to pursue a graduate or post-doctoral study	Academic leave to pursue advanced academic training to elevate scholastic qualifications; No leave granted without contract for continued service.	No leave granted without contract for continued service. Must not exceed 4% institutional quota		Professional leave performed with public state/federal institution or agency. Also see §408.04 (a)-(f)
<i>Salary (or partial) payment during leave?</i>	No (except per §408.03 Sabbatical Leave)	Yes (per academic leave contract; Board is authorized to pay (part of) salary as may be decided for such faculty members)	Yes (may be paid compensation payable up to 50% of annual salary.) §408.03(D)		No
<i>Contract Required?</i>	Yes	Yes	Yes		Yes
<i>Alcorn pays Tuition Costs?</i>	No	No	No		No

PROCEDURES FOR APPLYING FOR FACULTY AND STAFF DEVELOPMENT PROGRAM

Discussed below are the specific procedures for applying for each of the faculty/staff development program opportunities.

University-Sponsored Mini-Research/Creative Activities Grant

Faculty and staff members interested in applying for a University-Sponsored Mini-Research/Creative Activities Grant should take the following steps:

1. Obtain an application form from the department chairperson (Application Prospectus--a one-page form).
2. Complete the Application Prospectus and discuss it with the department chairperson. The department chairperson should help to decide if the proposal is consistent with the priorities of the university.
3. Obtain the approval of the department chairperson.
4. The department chairperson will submit the approved Application Prospectus to the dean.
5. The dean will submit the approved Application Prospectus to the Faculty Development Committee through the vice president for Academic Affairs.
6. The Faculty Development Committee will act on the Application Prospectus and make recommendation to the President.
7. The Faculty Development Committee will use the chain of command to inform the faculty of the status of the Application Prospectus.

In some cases, the Application Prospectus may be all that is needed in order for the Faculty Development Committee to approve the mini-grant. In other cases, a more detailed proposal might be needed.

In all cases, the department chairperson and the dean must **both** approve the Application Prospectus or detailed proposal before it is considered by the Faculty Development Committee.

[APPLICATION DEADLINE: April 1; NOTIFICATION OF GRANT: May 1]

□ **Conferences, Seminars, Short Courses, and Workshops**

Faculty and staff interested in attending an off-campus conference, seminar, short course, or workshop for which university support is sought under the Faculty Development Program must take the following steps:

1. Complete an Application to Attend Conferences/Seminars/Short Courses/Workshops Form which may be obtained from the department chairperson.
2. Submit the completed application to the department chairperson.
3. The department chairperson will submit the approved application to the dean.
4. The dean will submit the approved application to the Faculty Development Committee through the vice president of Academic Affairs.
5. The Faculty Development Committee will return the application to the application through the chain of command. **[APPLICATION DEADLINE: October 1, February 1, and July 1]**

The application must be submitted to the Faculty Development Committee at least one month prior to the proposed activity.

□ **Educational/Academic Leave**

A faculty member wishing to apply for educational/academic study leave should take the following steps:

1. Complete an Application for Educational/Academic Leave and submit it to the department chairperson. [Application may be obtained from the Office of Title III Programs.]
2. The department chairperson will submit, to the dean, the approved application along with a letter indicating that the individual requesting educational/academic study leave will earn a graduate degree, terminal degree, post-doctoral study, or credential upgrading study in a field that is germane to the mission of the department and that a position (tenure or non-tenure track) will be applicable to employ the individual upon completion of the degree.
3. The dean will submit the approved application to the Faculty Development Committee.
4. The Faculty Development Committee will act on the application and return it to the vice president for Academic Affairs for submission to the President for final approval.
5. The applicant will be informed through the chain of the command of the decision regarding the application. [**DEADLINE: May 1 (for terminal degrees) or Nov. 1**]

The application must be submitted to the Faculty Development Committee at least three months prior to the proposed start date of the terminal study leave.

□ **Cooperating Teachers/Principals Professional Development Opportunities**

Cooperating teachers and principals who are interested in participating in professional development opportunities offered at Alcorn State University should take the following steps:

1. Complete a Cooperating Teachers/Principals Professional Development Application. [The application form may be obtained from the director of Teacher Education at Alcorn State University.]
2. Obtain the approval of the applicant's principal [if the applicant is a cooperating teacher].
3. Submit the application to the department chairperson (at Alcorn) for the discipline in which the cooperating teacher wants to serve. The department chairperson will submit the approved application to the dean who will, in turn, submit the application to the dean of the School of Education, who is also the director of Teacher Education.
4. If you are a principal, submit the application to the director of Teacher Education.
5. The director of Teacher Education will submit the approved application to the Faculty Development Committee through the vice president for Academic Affairs.
6. The Faculty Development Committee will use the chain of command to inform the department chairperson of its decision. **[APPLICATION DEADLINE: Application should be submitted to the Faculty Development Committee at least one month prior to the proposed activity.]**

□ **Other Faculty Development Support**

Alcorn State University participates in the National Consortium for Educational Access, Inc. ACCESS is a network of forty-four (44) universities that awards the terminal degree in various fields. A list of the participating institutions follows:

ACCESS INSTITUTIONS

Alabama A&M University
Clark Atlanta University
Clemson University
Dartmouth College
Duke University
Emory University
Florida State University
Georgia Institute of Technology
Georgia State University
Harvard University
Howard University
Kent State University
Medical College of Georgia
Michigan State University
New Jersey Institute of Technology
Pennsylvania State University
Rensselaer Polytechnic Institute
Rutgers University of New Jersey
Southern Illinois University/Carbondale
Stanford University
State University of New York/Stony Brook
Texas A&M University
University of Alabama/Birmingham
University of California/Berkeley
University of California/Davis
University of California/Santa Cruz
University of Cincinnati
University of Connecticut
University of Delaware
University of Georgia
University of Illinois/Urbana-Champaign
University of Kansas
University of Kentucky
University of Maryland
University of Massachusetts/Amherst
University of Mississippi
University of North Carolina/Chapel Hill
University of Pennsylvania
University of Pittsburgh
University of South Florida
University of Virginia
University of Wisconsin/Madison
Virginia Polytechnic Institute
Western Michigan University

**FACULTY AND STAFF DEVELOPMENT
APPLICATION FORMS**

**ALCORN STATE UNIVERSITY
FACULTY/STAFF DEVELOPMENT PROGRAM**

**APPLICATION TO ATTEND CONFERENCES, SEMINARS,
SHORT COURSES, AND WORKSHOPS**

Instructions: Please submit the completed application through the normal chain of command. The Faculty/Staff Development Committee must receive the application at least one month prior to the proposed travel. Please attach a copy of the meeting agenda when applicable.

Name of Applicant: _____ **Title:** _____

Department: _____ **Length of Employment at Alcorn:** _____

Purpose of Application: Please check one of the following.

1) To attend conference _____ 2) To attend seminar _____

3) To attend short course _____

4) To attend workshop _____ 5) Other _____

Proposed Objectives to be Achieved:

City and State of Activity:

Date of Activity: From: _____ **To:** _____

Estimated Cost: \$ _____ **Amount Requested:** \$ _____

Plan to Share Knowledge Gained from Activity (Discuss).

	_____ Signature of Applicant	_____ Date Submitted
Approved:	_____ Department Chair	_____ Date
	_____ Dean	_____ Date
	_____ Administrative Head	_____ Date
	_____ Faculty Development Committee	_____ Date

**ALCORN STATE UNIVERSITY
FACULTY/STAFF DEVELOPMENT PROGRAM**

MINI-GRANT APPLICATION PROSPECTUS

Instructions: Please submit the completed application through the normal chain of command. The Faculty/Staff Development Committee must receive the application at least one month prior to the proposed start date of the activity.

Name of Applicant: _____ **Title:** _____

Department: _____ **Length of Employment at Alcorn:** _____

Title of Proposed Activity:

***Objectives of Proposed Activity:**

***Expected Outcomes of Proposed Activity:**

Duration: Start Date _____ **Completion Date** _____

***How will the Results of the Activity Be Shared?**

Estimated Cost: \$ _____ **Amount Requested: \$** _____

	_____ Signature of Applicant	_____ Date Submitted
Approved:	_____ Department Chair	_____ Date
	_____ Dean	_____ Date
	_____ Administrative Head	_____ Date
	_____ Faculty Development Committee	_____ Date

*Please attach additional information if necessary.

**ALCORN STATE UNIVERSITY
FACULTY DEVELOPMENT PROGRAM
EDUCATION/ACADEMIC LEAVE APPLICATION FORM:
GRADUATE DEGREE & POST-DOCTORAL STUDY,
UPGRADING CREDENTIALS, SABBATICAL LEAVE,
OR PROFESSIONAL LEAVE**

Instructions: Please submit the completed application through the normal chain of command. The Faculty Development Committee must receive the application at least three months prior to the proposed start date of the leave.

Name of Applicant: _____ **Title:** _____

Department: _____ **Length of Employment at Alcorn:** _____

Purpose of Academic Leave (Please check “√”):

- | | | |
|---------------------------------------------------|----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Sabbatical (1 semester) | <input type="checkbox"/> Graduate Degree | <input type="checkbox"/> Professional Leave |
| <input type="checkbox"/> Sabbatical (2 semesters) | <input type="checkbox"/> Post-Doctoral Study | <input type="checkbox"/> Upgrading Credentials |

Provide a Detailed Purpose Statement for the Proposed Educational/Academic Leave Selected above:

Proposed University at which Educational/Academic Leave Will Be Done. (If not applicable, write N/A): _____

First Choice: _____

Second Choice: _____

Third Choice: _____

Estimated Duration of Degree/Study: From _____ **To** _____

Type of Leave Requesting: Part-Time _____ **Full-Time** _____

Estimated Cost of Degree: Year One \$ _____ **Total \$** _____

Amount Requested: Year One \$ _____ **Total \$** _____

Have You Been Accepted into an Educational/Academic Program? _____ Yes _____ No

If yes, please list current area(s). _____

Do You Plan to Complete the Degree Program or Study Before Returning to Alcorn?

_____ **Yes** _____ **No**

Do You Plan to Return to Alcorn at the Completion of Your Degree or Study Program?

_____ **Yes** _____ **No**

Signature of Applicant

Date Submitted

Approved:

Department Chair

Date

Dean

Date

Administrative Head

Date

Faculty Development Committee

Date

**ALCORN STATE UNIVERSITY
 FACULTY/STAFF DEVELOPMENT PROGRAM
 COOPERATING TEACHERS AND PRINCIPALS
 PROFESSIONAL DEVELOPMENT APPLICATION**

Instructions: Please provide the information requested on the application. Procedures for submitting the application are contained in the Faculty Development Manual.

Name of Applicant: _____ **Title:** _____

Name of School: _____

Name of Your Department (at your school): _____

Name of the Department at Alcorn to Which you Provide Cooperating Assistance: _____

How Long Have You Provided Cooperating Assistance to Alcorn State University? _____

Type of Professional Development Opportunities Desired:

_____ **Enrollment in course(s). Please specify.** _____

_____ **Enrollment period. Please specify.** _____

_____ **Attend conference, seminar, short course, or workshop at Alcorn. Please specify title(s) and date(s).** _____

_____ **Use of university facilities/resources. Please specify facilities/resources and date(s).** _____

_____ _____
 Signature of Applicant Date Submitted

Approved: _____
 Principal Date

_____ _____
 Department Chair Date

_____ _____
 Director of Teacher Education Date

_____ _____
 Vice President for Academic Affairs Date

_____ _____
 Faculty Development Committee Date

**ALCORN STATE UNIVERSITY
FACULTY DEVELOPMENT CONTRACT**

**ALCORN STATE UNIVERSITY
FACULTY DEVELOPMENT CONTRACT
EDUCATIONAL/ACADEMIC LEAVE**

DEPARTMENT: _____

This contract, when duly executed, represents a formal agreement between Alcorn State University (“University”) and the undersigned (“Faculty Member” or “Applicant”) to carry out the terms of the contract as follows:

I, _____, hereby certify that I am a faculty member at Alcorn State University and I have been continuously employed with Alcorn State University since _____ and hold the rank of _____ . I hereby apply for educational or academic leave (“Leave”) and financial support under the provisions of the laws of the State of Mississippi and *IHL Board of Trustees Policies & Bylaws §408 Educational and Sabbatical Leave* for one of the following forms of Leave (please initial your selection):

- a) Graduate study (masters only) _____
- b) Graduate study (terminal degree) _____
- c) Post-doctoral study _____
- d) Upgrading credentials _____
- e) Sabbatical Leave (1 semester) _____
- f) Sabbatical Leave (2 semesters) _____

in the field/area of _____ which has been identified as an area of critical need for Alcorn State University.

I hereby enter into a contract with Alcorn State University whereby the university is to pay me \$ _____ in _____ equal installments at the close of the month of _____, 20____, through _____, 20____, which represents the period of leave approved by the University.

I, the Applicant, agree to continue my study until I obtain the aforesaid degree or complete the study or finish the credential upgrade in the area of _____.

I agree that if I am granted said Leave, I will not resume employment at Alcorn State University until I have obtained the aforementioned degree or completed the academic study or upgraded credentials unless there are unforeseeable circumstances

which are acceptable to the university President. I further agree that upon receiving the terminal degree or upon completing said study or upgrading said credentials, I will return to Alcorn State University at my present or higher rank and provide a minimum of one and a half (1½) years of service for every one year for which the University provided me with financial support. For the purpose of this contract, service is to be rendered during the regular academic year.

I further agree that upon receiving the graduate or terminal degree or completing post-doctoral study or upgraded credentials degree, if I fail to return to the University for employment, if I am terminated from the University for any cause, or if I breach the contract in any manner, I shall be liable to repay the University the full amount of financial support provided, plus the prevailing interest. I also understand that if I become disabled, such that I cannot make a living, the University may cancel this obligation after receiving such certification from the practicing physician.

If I return to the University after completing the graduate or terminal degree or completing post-doctoral study or receiving the upgraded credentials and choose to leave before providing one and a half (1½) years of service for every year of financial assistance, I shall be liable to repay the University the pro rata amount of the financial assistance received based on the service provided.

If I fail to complete the graduate or terminal degree or finish post-doctoral study or upgrade credentials, provided such failure is not due to a failure of the University to meet its agreed to obligation, I shall be liable to repay the University the amount it contributed toward my graduate or terminal degree or post-doctoral study or upgraded credentials.

Alcorn State University agrees to provide the financial assistance specified in the contract provided the Applicant meets the terms of the contract, including satisfactory academic progress at the institution at which he/she is enrolled. The Applicant agrees to submit semester academic progress reports to the University.

This contract may be modified or terminated only by a written agreement between the Applicant and the University. The University reserves the authority to terminate the contract in case of financial exigencies, termination, or reduction in programs and/or malfeasance of the Applicant or other justifiable cause.

In witness whereof, we have hereunto set our hands and seal on this the _____ day of _____, 20_____.

Signature

Sworn to and subscribed before me this _____ day of _____, 20_____, at _____, _____
City State

Notary

APPROVED: _____
President, Alcorn State University

**ALCORN STATE UNIVERSITY
FACULTY DEVELOPMENT CONTRACT
PROFESSIONAL LEAVE**

DEPARTMENT: _____

This contract, when duly executed, represents a formal agreement between Alcorn State University (“University”) and the undersigned (“Professional” or “Applicant” or “Employee”) to carry out the terms of the contract as follows:

I, _____, hereby certify that I am a staff member at Alcorn State University and I have been continuously employed with Alcorn State University since _____ and hold the title of _____. I hereby apply for professional leave (“Leave”) under the provisions of laws of the State of Mississippi and *IHL Board of Trustees Policies & Bylaws §408 Professional Leave*.

I affirm that I am an actively contributing member of the Public Employees’ Retirement System and that I have at least four (4) years of membership service credit.

Accordingly, I shall receive creditable service for the period of professional leave without compensation provided:

- (a) The professional leave is performed with a public institution or public agency of this state, specifically _____, or another state or federal agency, specifically _____;
- (b) Alcorn State University, through its President, approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit me and Alcorn State University;
- (c) My professional leave shall not exceed two (2) years during any ten-year period of state service;
- (d) I shall serve Alcorn State University on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;

(e) I, as an actively contributing member, shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. Furthermore, I, as a member may begin to purchase such service credit at such time as the total eligible additional credit, when added to my creditable service, will entitle me, as a member, to receive a retirement allowance within five (5) years. The provisions of this subsection are subject to the regulations of the *Internal Revenue Code* limitations:

(f) Such other rules and regulations consistent herewith as the Public Employee Retirement System may adopt and in case of question, the Board shall have final power to decide the questions. *Miss. Code Ann., §25-11-109(8), as amended.*

This contract may be modified or terminated only by a written agreement between the Applicant and the University. The University reserves the authority to terminate the contract in case of financial exigencies, termination, or reduction in programs and/or malfeasance of the applicant or other justifiable cause.

In witness whereof, we have hereunto set our hands and seal on this the _____ day of _____, 20_____.

Signature

Sworn to and subscribed before me this _____ day of _____,
20_____, at _____, _____.
City State

Notary

APPROVED:

President, Alcorn State University