

Faculty Life Committee—St. Olaf College
Minutes of the meeting of April 7, 2009

Members present: Brian Borovsky, Beth Christensen, Eric Cole, Dona Freeman, Mary Griep, Anne Groton, Jim May, Arnie Ostebee, Xun Pomponio, Judy Stromayer, Corliss Swain, Irina Walter

The meeting was called to order at 4:00 p.m. in Dittman Center 204

1. Minutes for the meeting of March 31, 2009 were approved.
2. Mellby Lecture applications are coming in; the deadline is Friday, April 10.
3. Arnie Ostebee informed the committee that there would be one additional sabbatical request, where an extension had been granted due to exceptional circumstances. The request will be reviewed by the same subcommittee that reviewed applications in the fall.
4. The committee approved the following principles regarding **pre-tenure faculty development leaves**:
 - 1) Eligibility: All tenure-track faculty who have claimed no more than one year of prior service and who have successfully completed at least one comprehensive review (reappointed after the review), but normally two such reviews. The leave would normally be taken in the year prior to the faculty member's tenure review. It may not be taken in the year of the tenure review.
 - 2) Application Procedure: The application will include a completed application form, a proposal written by the applicant, a letter from the department chair addressing the appropriateness and timing of the leave and the quality of the proposal, and signature(s) of the appropriate Associate Dean(s).

Deadline: Normally candidates will apply in the fall of their fourth year. Deadlines will be announced six months in advance.
 - 3) Reporting: Three copies of the leave report will be submitted, one for the Dean of the College, one for the Associate Dean, and one for the department chair.
 - 4) Leaves and Tenure/Promotion: The standards for tenure and promotion will not be changed in light of the leave. Tenure and Promotion Committee will not take into consideration the fact that the applicant took this leave.
 - 5) Those who receive the leave will be obliged to return to teaching at St. Olaf for a minimum of one year if on a full-time appointment prior to the leave. If the appointment is half-time, then the faculty member will be obliged to return to teaching for the equivalent of half a year at a minimum.
 - 6) When the policy becomes effective: the earliest would be in the fall of 2010.
5. Items to be discussed next week:
 - a) Language in the faculty manual concerning sabbatical leaves (Section XVI. Paragraph C) and sabbatical leave committee (under procedures)
 - b) Faculty Development Funds in light of the comments on the survey

The Meeting was adjourned at 5:20 p.m.

Action Item: Arnie Ostebee will prepare a draft of the pre-tenure professional development leave policy.

Submitted by Corliss Swain