

Professional Leave Application

The TU Professional Leave Application is located in the university's Forms Repository) under the 'Office of the Provost Forms' category. The Forms Repository is available via the [myTU | Towson University](#) page; see last link under additional links. Faculty must login to the Forms Repository with their TU credentials.

- The completed application form must be submitted to the department chair, who forwards two copies together with their recommendation to the college dean.
- - If approved by the department head and the dean of the library, the dean forwards the completed Professional Leave Application to the Vice Provost for Academic Affairs by the third Monday of November.
 - Librarians will be notified by the Office of the Provost of the grant or denial of the professional leave request in writing by the second Friday in February.

Advising Eligibility Limitations for Librarians Taking Professional Leave

- **Advising**
 - Librarians taking either a full year professional leave or a one-semester professional leave are **not** eligible to be First Year Experience (FYE) Advisers.

Timesheets

- Librarians are responsible for completing timesheets while on professional leave, using the following codes:
 - The code SABFT is used for two semester leave
 - The code SABPT is used for one semester leave
- Librarians should alert department head when they are traveling and unavailable to complete timesheet so that the department head can complete.

Fulfillment of Professional Leave Goals

If, due to illness or other personal reasons that were not foreseeable at the time of the professional leave application, a librarian anticipates experiencing difficulty in achieving the intended goals of the approved professional leave (as described in the librarian's TU Professional Leave Application), the librarian must contact the department head promptly in order to explore available resources and supports, modify the plan for professional leave completion as outlined in the librarian's TU Professional Leave Application, and/or review alternative University leave classifications or benefits (e.g., sick leave, leave without pay, leave provided through the University System of Maryland Policy on Family and Medical Leave for Faculty [II-2.31]) which may be appropriate if the professional leave cannot be completed successfully.

If the librarian wishes to modify the plan for professional leave completion as outlined in the faculty member's TU Professional Leave Application, the modified plan must be approved by the department head, the library dean, and the Provost. Modified applications will be retained in the Office of the Provost.

Upon learning of any changes to faculty leave status, the department head must inform the library dean and the Vice Provost in writing.

Professional Leave Report and Seminar

Upon return from the professional leave, librarian must submit a written summary report on the professional leave activities to the head of the department, the dean of the library, and the Vice Provost. Additionally, the librarian must present a public seminar on the results of the professional leave project, open to Towson University faculty and students. **The written report and public seminar must be completed within the academic year in which the librarian returns from professional leave.** Example timeframes for deadlines are as follows:

Return	Report/Seminar Completion Deadlines
Fall 2023	May 2024
Spring 2024	May 2024
Fall 2024	May 2025
Spring 2025	May 2025

Time in service counted toward the eligibility for subsequent professional leave periods will not begin until the academic year in which the professional leave report and seminar obligations are fulfilled. Additionally, librarians who fail to submit a written report and/or present a public seminar will not be eligible for other University-funded financial support (e.g., travel funding, internal grants, funding for a graduate assistant) until the report and seminar obligations are fulfilled.

- The library dean is responsible for monitoring and enforcing restrictions on University-funded financial support for faculty members who do not comply with report/seminar completion deadlines.

Professional Leave Report

The professional report must be between 3-5 pages in length and include answers to the following questions, which reflect those asked in Part II of the Professional Leave Application:

- Explain in detail the nature of your professional leave project, including intended and actual outcomes.
- Describe in detail how you used the professional leave time.
- Describe how your professional leave activities contribute to knowledge in your discipline or area.
- Describe the value of your professional leave activities to your ongoing development as a university librarian.
- Describe the relationship between your professional leave project and the mission and strategic plans of the department, library, and the university. Include details related to the support of student success and undergraduate/graduate student research when appropriate.

*** Professional Leave reports that do not adhere to these guidelines will not be accepted. The professional leave report requirement will remain unmet until a report including answers to the questions above is submitted.**

Professional Leave Seminar

Public presentation of the professional leave seminar must be verified in one of the following ways to the Vice Provost via the Sabbaticals@towson.edu maildrop:

- Submission of a copy of a department, library or university research event agenda or program, where the librarian's name, topic of presentation, and date is listed.
- Submission of a copy of a professional leave presentation announcement posted to TU Today by the librarian's department or the library.
- Submission of documentation otherwise confirming the details of the public professional seminar by the librarian's department or the library.

7/1/2024