



Policy on Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services

(Approved by Provost, _____, 2006)

This policy applies to the ranked Professional Librarians who are hired in the ranks of Librarian I, II, III or IV, (hereafter the "Professional Librarians), who have been granted permanent status and must have been in active service with the institution for a period of at least six years prior to an initial leave being granted. Professional and/or research leave is intended to support and encourage Professional Librarians' continuing development through the pursuit of research and other scholarly activities. The Professional Librarians may be granted leave with pay for the purpose of conducting research that is of benefit of the Library and the University.

Availability

Professional and/or research leave will be granted for one-half of the Professional Librarian's annual contract period at his or her normal compensation or for the full annual contract period at one-half normal compensation for both full and part time Professional Librarians. No more than one research leaves will be granted each year and will depend upon the need to maintain normal library operations. Normally, leave will be taken between July 1 and June 30.

Criteria

Applications for professional and/or research leave will be evaluated based on the following criteria:

- Will the project contribute to the practice of librarianship?
- Will the project benefit Coppin State University – what value will it be to the library or university?
- Likelihood of successful completion—will there be a publishable article or conference paper at the end of the leave; if a teaching proposal will be course be ready for implementation by the end of the leave; if to receive another degree will there be significant academic progression?
- Is the professional librarian qualified to conduct the proposed project?
- Quality of the proposal—does it include workable purpose and methodology?

Procedures:

The professional librarians must submit proposals to the Director of the Library by October 1. The proposal should include:

- Purpose and description of the leave
 - Significance to the librarianship and Coppin State University
 - How the success of the project will be measured/evaluated
- Timetable of activities
- Anticipate outcomes of the project—publication, conference paper, degree, etc.
- Qualification of librarian to undertake the activity
- Disclosure of any external funding received or applied for to support the activity – grants, awards, contracts, fellowships or other compensations or stipends as they may be related to the approved professional and or research leave project.

Proposals will be reviewed and ranked by members of the professional librarians' staff. The top ranking proposals will then be reviewed by an outside group comprised of two faculty members

and a member of the Provost's administrative staff. This committee will evaluate the proposals and recommend one project for award of professional and/or research leave.

The recommendation will be forwarded to the Provost/Vice President for Academic Affairs to award the leave. The Provost/Vice President for Academic Affairs will notify the recipient. Professional librarians who receive professional and/or research leave are expected to return to their position for at least one full annual contract period.

Upon completion of the research leave, the professional librarian must provide a brief written report describing the progress of the leave to the Director of the Library. A copy of the report will be submitted to the Provost/Vice President for Academic Affairs. The professional librarian will present the result of the leave to the library staff and invited faculty members at a forum. The report and presentation must take place the first semester following the leave.