

Professional Development Off-site Program

Functional Lead: Provost

Division: Academic Affairs

Responsible Office: Faculty Development and Outreach Coordinator

Reference: (a) Section 6: Faculty, SACSCOC Principles of Accreditation 2024 Edition

(b) Resource Manual for the Principles of Accreditation Fourth Edition Published 2024

1. Purpose. This section establishes a policy for granting Professional Development Off-site (PDO) opportunities at Marine Corps University (MCU) for Title 10 civilian faculty members hired in support of credit-bearing programs.

2. Background. The intent of the PDO program is to provide full time faculty members with opportunities to conduct professional development that might otherwise be precluded by the demands of their teaching and curriculum development responsibilities. While the category of “sabbatical” leave is limited to the Senior Executive Service by Title 10, U.S. Code, similar opportunities can and should be afforded to selected MCU Title 10 professors under the auspices of the PDO program. PDO opportunities are intended to enhance the standard of academic excellence within the University. This developmental process is essential in keeping faculty members at the forefront of their respective fields while enhancing their credibility throughout the professional military educational community.

3. Policy

a. After five years of continuous service to the University, full-time Title 10 civilian teaching faculty members are eligible to apply for PDO leave.

b. PDO options

(1) Generally, PDOs are granted for a six-month period; one-year PDOs, at half-salary, are granted only for compelling reasons.

(2) Normally, PDOs are scheduled to coincide with the MCU Academic Year, i.e., a one-year PDO runs from 1 July – 30 June, and a six-month PDO runs from either 1 July – 31 December or 1 January – 30 June. Deviations from these periods, such as different six months or incremental execution of a six-month PDO (e.g., two, 3-month periods), are permitted subject to educational program and institutional mission requirements.

c. President, MCU will only approve PDO leave for professional enrichment that enhances faculty members’ professional or educational skills, and results in a deliverable product that contributes to the academic community. The applicant will identify the deliverable and gain approval of it before the PDO begins. In addition to the deliverable, faculty will present an MCU-level faculty development session about the work completed during the PDO after

completion of the PDO. The faculty member who is approved for PDO is required to coordinate with the Academic Support Division on this initiative within six months of PDO completion.

d. Agreement for Obligated Service. The obligation for additional service accrues as a three-month obligation for a one-month PDO (for example, eighteen months of service for each six-month PDO or three years of service for a one-year PDO).

e. Applications are in writing and contain the following:

(1) duration and inclusive dates of requested PDO; research project focus; research location(s); funding requested (i.e., O&M and / or Foundation), if any, or obtained (i.e., grants, stipends, etc.); description of the proposed deliverable (e.g., book manuscript, scholarly article, other, etc.), and the date which the proposed deliverable will be complete.

(2) as enclosures, a current curricula vita and a notarized Letter of Agreement for PDO Obligated Service per the Academic Regulations Forms Library indicating understanding of, and agreement with, the conditions for obligated service and requirement for the approved deliverable. See Sample Letter of Agreement for PDO Obligated Service in the Forms Library. If conducting research, the application should also include proof of Institutional Review Board approval/human subject research determination for the intended research project as evidence of feasibility to complete research during the PDO term.

f. Educational program directors will ensure that approved PDOs are incorporated into the faculty member's Individual Development Plan and added as a critical element in the member's Performance Appraisal for the period of the PDO and evaluated as an element of performance.

g. Replacement faculty will not generally be hired during the PDO period.

h. In exceptional cases, Title 10 civilians who are not full-time faculty supporting degree-granting programs but who carry a considerable teaching load, or other duties may be granted PDO on a case-by-case basis.

i. Leave Without Pay for Professional Development Purposes. Upon the request of a Title 10 faculty member and the recommendation of the Director, Provost, and Vice President for Business Affairs (VPBA), leave without pay for study, research, travel, or any other reason may be granted when, in the President's opinion, such leave would contribute directly to the improvement of the MCU mission performance. Such leave must be requested through the chain of command.

4. Procedures

a. PDO applications will be submitted NLT 90 days prior to the proposed PDO period.

b. Format. See Application Letter Request for Professional Development Off-Site in the Forms Library. Address applications to the President, MCU, via the applicable program dean and director, Provost, and VPBA for endorsement.

c. Endorsement. Educational Program Director endorsements will recommend approval or disapproval, prioritize the PDO application if multiple applications are submitted, and include an assessment of how the program will mitigate the faculty member's absence during the PDO.

d. Routing. Once endorsed by the program director, submit to the Civilian Personnel Office for review, tracking, and coordination of Provost and VPBA endorsement. Processing goal for President, MCU approval or disapproval is within one month of application.

e. Timekeeping. MCU civilian manpower will provide guidance concerning reporting of time and attendance while on approved PDO.

f. Upon completion of the PDO, the faculty member will provide the MCU FDOC with a summary assessment of the utility of the PDO, along with a copy of the completed deliverable.

Related Policies and Forms:

Application for PDO

Letter of Agreement for PDO obligated service

Faculty Credentials and Qualifications

Title 10 Regulations

Sample Letter of Agreement for PDO Obligated Service

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