

## **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

(b) Resource Manual for the Principles of Accreditation

1. Purpose. This section establishes policy for granting Professional Development Off-site (PDO) opportunities at Marine Corps University (MCU) for Title 10 civilian faculty members hired in support of degree-granting programs.
  
2. Background. The intent of the PDO program is to provide a full-time faculty member with opportunities to conduct professional development that might otherwise be precluded by the demands of his or her 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 a faculty member at the forefront of his or her respective field(s) while enhancing his or her 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) As a general rule, 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), may be permitted subject to educational program and institutional mission requirements.
  
  - c. PDO leave will only be approved for professional enrichment that enhances faculty members’ professional or educational skills, and results in a deliverable product that contributes to the academic community. The deliverable will be identified and approved prior to the commencement of the PDO. In addition to the deliverable, faculty will present an MCU-level faculty development session about the PDO.

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. Application. Applications will be 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 vitae 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.*

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 by the President when, in his/her 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

Promulgated: 1 Jul 2016

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