

November 2023

*[Summary: Eligible full-time instructional faculty on multi-year appointments are invited to apply for Professional Development Leave (PDL). The application procedure is outlined below. Applicants should submit a CV and the leave application form with proposal to their department chair by **December 18, 2023.**]*

To: Full-time instructional faculty on multi-year appointments in the School of Engineering and Applied Science

Cc: SEAS Department Chairs, SEAS Chairs' Assistants and Operations Managers, SEAS Dean's Office, OFAS

The School of Engineering and Applied Science (SEAS) invites members of the full-time instructional (non-ladder) faculty in SEAS to apply for a one-semester Professional Development Leave (PDL) during the 2023-24 academic year. Policies and procedures governing these leaves are described in Section V.K.4 of the [Faculty Handbook](#).

Eligibility

Faculty first become eligible to take a PDL **after three years of full-time teaching service** in the School of Engineering and Applied Science. Applicants must continue to hold a multi-year appointment that extends through the academic year following the proposed leave. Faculty who have already taken a PDL become eligible for another such leave after an additional six years of full-time teaching.

Goals

Yale values the contributions of instructional faculty to teaching our students and improving our academic departments. Yale believes that PDLs improve the teaching program of the School of Engineering and Applied Science by enhancing the professional development of its instructional faculty.

Salary and Benefits

While on a PDL, faculty receive full salary and benefits and are relieved of all teaching and administrative responsibilities.

Application Process

Applicants should submit a written proposal with a current CV and the faculty leave form to their department chair by **December 18, 2023**. Applications must describe the proposed project and how it will advance the applicant's teaching and professional development and

serve the teaching program of the applicant's department. Proposals must also include a well-developed methodology and, if applicable, research plan, including a calendar for the intended semester of leave.

Departmental Endorsement

Once submitted, all leave applications are reviewed for endorsement by the applicant's department by an internally appointed committee. Departments may endorse as many applications as they deem worthy. For each endorsed proposal, the department must provide a brief statement specifying the feasibility and prospective value of the proposed project. The chair will forward any endorsed application to the SEAS Dean's Office (seas.facultyaffairs@yale.edu) by **January 26, 2024**.

Final SEAS Review

All endorsed proposals will be forwarded for final review to the SEAS Teaching Resource Advisory Committee (TRAC), which will render final decisions in time for 2024-2025 course planning. The TRAC will judge applications on the basis of quality and feasibility and on the likelihood that the completed project would enhance the teaching program of the department and advance the professional development of the applicant. A limited number of PDLs are available in any given year.

Report

All faculty members returning from a PDL will be expected to provide a brief written report to the SEAS Dean's Office describing their accomplishments during the leave, and how the work completed during the leave has affected their teaching program at Yale.

Please contact Kristin Flower, SEAS Assistant Dean of Faculty Affairs (Kristin.flower@yale.edu) if you have questions.