

Santa Clara University
Office of the Provost
JUNIOR FACULTY DEVELOPMENT LEAVE APPLICATION GUIDELINES
for leaves taken AY 2025-26
Updated November 2024

Tenure-track faculty who receive a positive Mid-Probationary Review (MPR) may apply for a one-quarter or one-semester Junior Faculty Development Leave, normally taken during the fourth year of the probationary period. Faculty receive full salary during the year the leave is taken.

I. Application

The application must include four items: 1) a Junior Faculty Development Leave (JFDL) proposal, 2) a proposed budget and budget justification (up to \$2000), 3) a current C.V., and 4) a copy of the MPR advisory letter.

The JFDL proposal must directly address all of the main issues and suggestions raised in the MPR Advisory Letter regarding teaching, scholarship, and service. The JFDL proposal must also include specific action plans addressing each issue, with a planning horizon extending to the anticipated date of application for tenure. Lastly, the JFDL proposal must also include a specific work plan and timeline for the one-quarter or one-semester Junior Faculty Development Leave. The JFDL proposal should be developed in consultation with the Department Chair, and, ideally, other senior department faculty or mentors outside the department such as Faculty Associates working with the Faculty Development program.

Applicants may request up to \$2,000 for legitimate professional expenses associated with the Junior Faculty Development Leave activity, such as materials, student assistants, or travel. Each budget item must be accompanied by a brief description and justification. Computers and other electronic devices such as iPads cannot be requested through this program. Funds are only available during the year of the leave. Any changes in the final budget must be approved by the Associate Provost for Research.

By **May 15, 2025**, faculty submit JFDL proposals via [this link](#). Applications are automatically routed to department chairs for review.

II. Review Procedures

Application and review deadlines vary slightly from year to year. For 2024-25 they are as follows:

1. By **May 15, 2025**, faculty submit JFDL applications via [this link](#). Applications are automatically routed to department chairs for review.

The chair is encouraged to discuss any concerns about the application with the faculty member, and, if necessary, to request revision of the application. To submit a revised application, faculty should contact the Administrative Associate for Research, Grace Thieme (gthieme@scu.edu).

2. By **May 21, 2025**, the chair should review the quality of the application, discuss any staffing concerns with the dean's office, and then reply to the "Take Action" email with their recommendation for acceptance or rejection of the application. A lengthy evaluation is not needed in most cases when endorsing an application. However, if the application is rejected, the chair should articulate the reasons why.
3. By **May 27, 2025**, the Dean should reply to the "Take Action" email with their recommendation for acceptance or rejection. A lengthy evaluation is not needed in most cases when endorsing an application. However, if the application is rejected, the Dean should articulate the reasons why.
4. On or around **May 31, 2025**, the Provost notifies applicants of the decision. All letters are issued by the Office of Research via email.

The Associate Provost for Research will review the application and the recommendations of the Chair and Dean and make a recommendation to the Provost. Final decisions on JFDLs are made by the Provost, and all letters are issued by the Office of Research.

III. Further information

See Sections [3.3.1](#) and [3.7.2](#) of the Faculty Handbook.