## ARTICLE XXXI

BARGAINING UNIT DEVELOPMENT

1. The Faculty Development Committee

There is hereby established the Faculty Development Committee which shall be appointed by the bargaining unit members of the University Academic Policy Committee and which shall be composed of bargaining unit members or chairpersons, two (2) appointed from the School of Liberal Arts and Sciences, two (2) from the College of Business Administration, two (2) from Westminster Choir College, one (1) from the School of Education and professional staffs, and one (1) at-large member chosen on a rotating basis from each of the colleges in the following order: School of Liberal Arts and Sciences, College of Business Administration, School of Education, and Westminster Choir College. In the event that bargaining unit members or chairpersons in a particular college are unavailable to serve as regular or alternate members, the bargaining unit members of the University Academic Policy Committee may appoint bargaining unit members or chairpersons from other colleges to serve. The term of appointment of each committee member shall be two (2) years. Membership on the Faculty Development Committee shall be limited to bargaining unit members with a minimum of two (2) years of prior service at the University. It shall be the responsibility of the Faculty Development Committee to elicit, review, and make decisions on all the applications by bargaining unit members for paid research leaves, paid developmental leaves, summer fellowships, summer developmental fellowships, and reimbursements, as described below in Sections B, C, E, F, and G(2), respectively. The committee shall provide the Provost's Office with a copy of the notice sent to members of the bargaining unit regarding application procedures for paid research leaves, summer fellowships, developmental fellowships and leaves, and reimbursements. The Provost’s Office shall provide the committee with a list of bargaining unit members awarded leaves in the previous year, and which such leaves have been acted upon and which deferred.

1. Paid Research Leaves

There shall be no paid research leaves during the second and third years of this Agreement.

* 1. Eligibility

Full-time bargaining unit members who hold tenure or, in the case of full-time non-tenured bargaining unit staff members, have six (6) or more years of service by the beginning of the academic year following the date of notification of the award of a paid research leave, shall be eligible to receive a paid research leave. Members of the Faculty Development Committee shall not be eligible for paid research leaves during the term for which they were elected.

* 1. Number and Distribution

Fourteen (14) paid research leaves shall be granted in year one of this Agreement. At least one (1) paid research leave shall be allocated to eligible bargaining unit members from each of the College of Business Administration, the School of Liberal Arts and Sciences, the School of Education, and Westminster Choir College. The foregoing allocation shall be subject to the receipt of applications from eligible faculty in each college and further subject to the evaluation and determination of merit for each such application by the Faculty Development Committee referred to in Section A. If there are insufficient qualified applicants the unused leaves shall be added to the pool for developmental leaves. Where replacement of a faculty member who is on a paid research leave is not necessary, as determined through the procedures set forth in Article XXVII (Teaching Workload) OR Article XXVIII (Librarian Faculty Workload), the University will not be obligated to replace such faculty member.

* 1. Conditions

Paid research leaves may be granted for scholarly study, research, writing, or creative projects related to composing, producing, or performing that will contribute to the professional development of the bargaining unit member and be of benefit to the University.

Recipients shall be obligated to return to the University for at least one (1) full year of service after such leave. Within ninety (90) days after the return from such leave, a recipient shall be required to submit to the President, with copies to the Provost, the bargaining unit member's dean or supervisor, and his/her department or staff, a written report including a description of the initial proposal and a summary of the activities undertaken during the research leave. The Provost will keep said reports on file and make them available to the Chairperson of the Development Committee upon request.

* 1. Procedures

Applicants for paid research leaves shall notify their departments through the department chair that they are applying for research leaves. The Faculty Development Committee shall first screen the pool of applicants in order to remove from the pool any proposals which the committee determines lack sufficient merit to be appropriate for funding by the University. Thereafter, the committee shall select from the remaining pool of applicants fourteen (14) applicants to be recommended for paid research leaves. If there are more than the aforesaid number of applicants in the pool, after the initial merit screening referred to above, the committee will not recommend a paid research leave for individuals who have applied to begin either a research or a development leave during either semester within the three (3) academic years following the completion of a previous leave, unless all bargaining unit members in such pool who have not completed either such leave during the three (3) academic years preceding the commencement of a leave are included on the list of recommended bargaining unit members. Therefore, normally, bargaining unit members will not be on paid research or developmental leave in two (2) consecutive academic years. The committee will also recommend three (3) alternates, in ranked order, in case one (1) or more of the selected bargaining unit members are unable to accept the leave. The Chairperson of the committee shall forward a copy of the recommendations together with the relevant applications from the recommended bargaining unit members to the Provost by November 15.

* 1. Appeal

Bargaining unit members may appeal, in writing, the failure of the Faculty Development Committee to follow the required procedure hereunder, but no appeal may be filed on the basis that the Faculty Development Committee has made an error in judging the merit of any proposal. The bargaining unit members of the University Academic Policy Committee shall hear all such procedural appeals and shall render a final decision. As to remedy, the bargaining unit members of the University Academic Policy Committee shall be limited to remanding the matter back to the Faculty Development Committee with specific procedural instructions. In the event that the resolution of such an appeal results in any change in the recommendation of the Faculty Development Committee, then, to the extent applicable, the initial letters from the University granting paid research leaves shall be rendered void.

Except as set out hereafter, appeals regarding the actions of the Provost under this Article shall be limited to an alleged failure by the Provost to follow the required procedure and shall be processed under the grievance and arbitration provisions of this Agreement. While the Provost is not required to follow the recommendations of the Faculty Development Committee, any failure to do so shall be subject to the grievance and arbitration provisions of this Agreement as to the basis for any such deviation from these recommendations.

* 1. Compensation

Compensation for paid research leaves will be at the rate of one-half of base annual salary for one (1) academic year of leave or full base annual salary for one (1) semester of leave. All applicable employee benefits will remain in force during the period of a paid research leave.

* 1. Notification

The University shall notify recipients of the paid research leaves by December 15 in the academic year in which the application has been made, if the Provost has received the applications as aforesaid by the preceding November 15.

* 1. Commencement of Leave

A recipient of a paid research leave may commence such leave in either of the two (2) subsequent years following the awarding of the leave. The University will not be required to allow two (2) or more members in a department to defer leaves to the second year following the award. If two (2) or more members of a department are awarded leaves and wish to defer them, a random selection procedure shall be used to determine which bargaining unit member may so defer the leave. Bargaining unit members wishing to defer a leave to the second year following the award must so notify the University by January 15 of the academic year in which the award is made if they have been notified by the University that they have been granted a leave by December 15. If two or more paid research leaves are granted in a particular department to be used in the same semester and if such absences will cause the University to be unable to staff required courses or the department to be unable to perform its professional responsibilities, the dean may require one or more of the leaves to be deferred for a semester. Once a bargaining unit member has made his/her selection of year one or year two and/or the semester in which the leave is to be taken, and so notified the University, the selection can only be altered with his/her dean's written permission.

* 1. Tuition Remission Benefits During Leaves

Members of the bargaining unit who are on paid research leaves shall be eligible for the continuation of tuition remission benefits at

Rider University as specified in Article XXXIV(B)(13)(a)(iv) and at other institutions as specified in Article XXXIV(B)(13)(b)(ii).

* 1. Research Leaves for Librarians

Librarians shall be given the flexibility of starting research leaves at their discretion, provided that the dean agrees that the timing does not disrupt the operations and the well-being of the libraries. This means that leaves may be started at the beginning of a semester, in the middle, or towards the end, or any other time, whenever it is most appropriate and suitable for the librarian and the research project in question. If the dean and the librarian cannot agree on when it would be most appropriate and suitable to begin the research leave, the leave shall commence at the start of the semester. The length of such leave shall count for 100 of the librarian's annual obligation of 205 work days in the year (September 1 - August 31) in which the leave is taken.

* 1. Teaching

Bargaining unit members on paid research leaves may not teach courses, except with the permission of his/her dean and the Provost.

1. Paid Developmental Leaves

There shall be no paid developmental leaves during the second and third years of this Agreement.

* 1. Eligibility

Tenured bargaining unit members, and full-time non-tenured bargaining unit staff members with six (6) or more years of service shall be eligible for paid developmental leaves. Members of the Faculty Development Committee shall not be eligible for paid developmental leaves during the term for which they were elected.

* 1. Number and Distribution

Four (4) such leaves shall be granted in year one of this Agreement. The foregoing allocation shall be subject to the receipt of applications from eligible bargaining unit members. If there are insufficient qualified applicants, the unused leaves shall be added to the pool for research leaves. Where replacement of a bargaining unit member who is on a paid developmental leave is not necessary, as determined through the procedures set forth in Article XXVII, Teaching Workload, or Article XXVIII, Librarian Faculty Workload, the University will not be obligated to replace such bargaining unit member.

* 1. Conditions

Paid developmental leaves shall be granted for projects other than scholarly research, writing, or creative projects that will contribute to the professional development of the bargaining unit member and be of benefit to the University. Such professional development projects include, but are not limited to, study within the bargaining unit member’s area of expertise, mastering of new disciplinary subject matter and/or techniques, curriculum development, and/or service to the bargaining unit member’s discipline or profession. Recipients shall be obligated to return to the University for at least one (1) full year of service after such leave. Within ninety (90) days after the return of such leave, a recipient shall be required to submit to the President with copies to the Provost, the bargaining unit member’s dean or supervisor and his/her department or staff, a complete written report of the project undertaken. The Provost will keep said reports on file and make them available to the Chairperson of the Development Committee upon request.

* 1. Procedures

The Faculty Development Committee shall select from the pool of applicants, four (4) applicants in each year of this Agreement to be recommended for paid developmental leaves. If there are more than the aforesaid number of applicants in the pool, the committee will not recommend a paid developmental leave for individuals who have received either a research or a developmental leave during the preceding three (3) years, unless all bargaining unit members in such pool who have not received such a leave during the three (3) preceding years are included on the list of recommended bargaining unit members. (The calculation of the aforesaid three (3) years shall be from the date of notification to the date of notification of the award of a paid development leave). The committee will also recommend three (3) alternates, in ranked order, in case one (1) or more of the selected bargaining unit members is unable to accept the leave. The Chairperson of the committee shall forward a copy of the recommendation to the Provost prior to its transmittal for final decision to the Board of Trustees.

* 1. Appeal

Bargaining unit members may appeal in writing the failure of the Faculty Development Committee to follow the required procedure hereunder, but no appeal may be filed on the basis that the Development Committee has made an error in judging the merit of any proposal. The bargaining unit members of the University Academic Policy Committee shall hear all such procedural appeals and shall render a final decision. As to remedy, the bargaining unit members of the University Academic Policy Committee shall be limited to remanding the matter back to the Faculty Development Committee with specific instructions. In the event that the resolution of such an appeal results in any change in the recommendation of the Faculty Development Committee, then, to the extent applicable, the initial letters from the University granting paid developmental leaves shall be rendered void. Except as set out hereafter, appeals regarding the actions of the Provost under this Article shall be limited to an alleged failure by the Provost to follow the required procedure and shall be processed under the grievance and arbitration provisions of this Agreement. While the Provost is not required to follow the recommendations of the Faculty Development Committee, any failure to do so shall be subject to the grievance and arbitration provisions of this Agreement as to the basis for any such deviation from these recommendations.

* 1. Compensation

Compensation for paid development leaves will be at the rate of one-half of base annual salary for one (1) academic year of leave or full base annual salary for one (1) semester of leave. All applicable employee benefits will remain in force during the period of a paid developmental leave.

* 1. Notification

The University shall notify recipients of the paid developmental leaves by December 15 in the academic year in which the application has been made, if the Provost has received the applications as aforesaid by the preceding November 15.

* 1. Commencement of Leave

A recipient of a paid developmental leave may commence such leave in either of the two (2) subsequent years following the awarding of the leave. The University will not be required to allow two (2) or more members in a department to defer leaves to the second years following the award. If two (2) of more members of a department are awarded leaves and wish to defer them, a random selection procedure shall be used to determine which faculty member may so defer the leave. Faculty members wishing to defer a leave to the second year following the award must so notify the University by January 15 of the academic year in which the award is made if they have been notified by the University that they have been granted a leave by December 15. Once a bargaining unit member has made his/her selection of year one or year two and/or the semester in which the leave is to be taken, and so notified the University, the selection can only be altered with his/her dean's written permission.

* 1. Tuition Remission Benefits During Leaves

Members of the bargaining unit who are on paid developmental leaves shall be eligible for the continuation of tuition remission benefits at Rider University as specified in Article XXXIV (B)(13)(a)(iv) and at other institutions as specified in Article XXXIV(B)(13)(b)(ii).

* 1. Developmental Leaves for Librarian Faculty Librarian faculty shall be given the flexibility of starting developmental leaves at their discretion, providing that the dean agrees and that the timing does not disrupt the operations and the wellbeing of the library. This means that leaves may be started at the beginning of the semester, in the middle, or towards the end, or any other time, whenever it is most appropriate and suitable for the librarian and the development project in question. If the dean and the librarian cannot agree on when it would be most appropriate and suitable to begin the developmental leave, the leave shall commence at the start of the semester. The length of such leave shall count for 100 of the librarian's annual obligation of 205 workdays in the year (September 1 -August 31) in which the leave is taken.
  2. Teaching

Bargaining unit members on paid developmental leaves may not teach courses except (a) with the permission of the dean and Provost, or (b) when teaching of the course during the term of the leave is a part of the proposed developmental project, as stated in the proposal, and is to be taught without additional compensation, and with the approval of the dean and Provost.

1. Other Leaves
   1. Unpaid and Partial Leaves

Full-time members of the bargaining unit may be granted a full- time professional leave without pay or a partial professional leave at partial pay. The granting of such unpaid leaves and/or partial leaves, including the designation of reduced workload and salary pertaining to partial leaves, is subject to the mutual agreement of the affected bargaining unit member and his/her dean or Director of Athletics. If an individual member of the bargaining unit so elects, the AAUP may represent such an individual in negotiations with the dean or the Director of Athletics. A full-time member of the bargaining unit granted a full-time professional leave without pay or a partial professional leave at partial pay shall, upon the person's return to full-time teaching at the University, be entitled to the same salary that he/she would have been receiving if he/she had been teaching on a full-time basis during the period of the leave.

A bargaining unit member who applies for support for a research leave from a granting agency external to Rider University shall request payment of medical and pension benefits in his/her application unless the granting agency specifically excludes payment for such benefits or unless it is determined that such request would place the application at a disadvantage. If the circumstances pertaining to the grant make it inappropriate to request payment of medical benefits or if the bargaining unit member has requested such payment in his/her application and neither the funding agency nor any other entity is providing medical benefits to such bargaining unit member, then the University will maintain medical benefits for bargaining unit members on leaves approved by the University and funded by granting agencies other than Rider University as defined below. If the circumstances pertaining to the grant make it inappropriate to request payment of pension benefits or if the bargaining unit member has requested such payment in his/her application and neither the funding agency nor any other entity is providing pension benefits to such bargaining unit member, the University will make its full contribution to such bargaining unit member's retirement annuity, upon such bargaining unit member's return to the University, based on the base salary such bargaining unit member would have earned at Rider University during the year of the leave, provided that such bargaining unit member also makes his/her annuity payment for the period of the leave either during the research leave or upon return. The aforementioned benefits apply only to leaves and grants funded by outside granting agencies and foundations. Other unpaid leaves do not include benefits other than tuition remission. Suspended benefits and salary will be reinstated when the specified unpaid leave expires or the individual returns to work earlier with the University’s approval.

No leave granted hereunder shall be construed by the University as evidence that the affected department or staff should be reduced.

* 1. Military Leaves

The University will continue to abide by its "Military and Reserve Leave" policy as revised September 21, 2001(Appendix E). Upon returning from military service, the bargaining unit member will be entitled to the same salary he/she would be receiving if he/she had been in active employment with the University on a full-time basis during the period of the leave.

* 1. Jury Duty

Full-time bargaining unit members shall continue to receive full pay and benefits for any period during which they are called to participate in a jury panel or are serving on an active jury. In addition, librarian faculty will have all such days’ count as days worked in their annual work day obligation to the University. During the first two weeks of such jury duty, the affected department shall cover the professional responsibilities of the bargaining unit member called to jury duty. Thereafter, if the jury duty continues beyond the two-week period, the University shall secure a suitable replacement for the bargaining unit member.

* 1. Benefits During Other Leaves

Members of the bargaining unit who are on unpaid partial or military leaves shall be eligible for the continuation of tuition remission benefits at Rider University as specified in Article

XXXIV(B)(13)(a)(iv) and at other institutions as specified in Article XXXIV(B)(13)(b)(ii). All applicable employee benefits shall remain in force during the period of a partial leave.

1. Summer Research Fellowships
2. There shall be no summer research fellowships during the term of this Agreement.
   1. Eligibility

All full-time members of the bargaining unit shall be eligible to make application for summer fellowships, except that full-time bargaining unit members who are receiving a stipend from another source to cover living expenses during the summer months or who are engaged in teaching more than one (1) course during the summer shall not be eligible for summer fellowships. Full-time members of the bargaining unit who do not receive summer fellowships shall have priority for the assignment of summer teaching. Members of the Faculty Development Committee shall not be eligible for summer fellowships during the term for which they were elected.

* 1. Conditions

Summer fellowships may be awarded for scholarly study, research, writing, or creative projects related to composing, producing, or performing that will contribute to the professional development of full-time bargaining unit members and be of benefit to the University. Recipients shall be obligated to return to the University for at least one (1) full year of service after completing the summer fellowship. Within ninety (90) days of the opening of the Fall semester following receipt of a summer fellowship, a recipient shall be required to submit to the President, with copies to the Provost, the bargaining unit member’s dean or supervisor, and his/her department or staff, a written report including a description of the initial proposal and a summary of the activities undertaken during the fellowship. The Provost will keep said reports on file and make them available to the Chairperson of the Development Committee upon request.

* 1. Procedures

The Faculty Development Committee shall first screen the pool of applicants in order to remove from the pool any proposals which the committee determines lack sufficient merit to be appropriate for funding by the University. Thereafter the committee shall select from the remaining pool of applicants the number of full-time bargaining unit members equal to the number of summer fellowships made available by the University for that year. If there are more than the aforesaid number of applicants in the pool, after the initial merit screening referred to above, the committee will not recommend a summer fellowship for bargaining unit members who have had three (3) or more summer or developmental fellowships in the six (6) years prior to the year they would be granted the new summer fellowship, unless all full-time bargaining unit members in the pool who have not had three (3) or more summer fellowships in the previous six (6) years are included on the list of recommended bargaining unit members.

* 1. Appeal

Bargaining unit members may appeal the failure of the Faculty Development Committee to follow the required procedure hereunder, but no appeal may be filed on the basis that the Faculty Development Committee has made an error in judging the merit of any proposal. The bargaining unit members of the University Academic Policy Committee shall hear all such procedural appeals and shall render a final decision. As to remedy, the bargaining unit members of the University Academic Policy Committee shall be limited to remanding the matter back to the Faculty Development Committee with specific procedural instructions. Except as set out hereafter, appeals regarding the actions of the Provost under this Article shall be limited to an alleged failure by the Provost to follow the required procedure and shall be processed under the grievance and arbitration provisions of this Agreement as to the basis for any such deviation from these recommendations.

* 1. Notification

The University shall notify recipients of summer fellowships by March 18 of the academic year preceding the summer for which the awards are applicable if the Provost has received the recommendations from the Faculty Development Committee, as aforesaid, by the preceding March 1.

1. Summer Developmental Fellowships
2. There shall be no summer developmental fellowships during the term of this Agreement.
   1. Eligibility

All full-time members of the bargaining unit shall be eligible to make application for summer developmental fellowships, except that full-time bargaining unit members who are receiving a stipend from another source to cover living expenses during the summer months or who are engaged in teaching more than one (1) course during the summer shall not be eligible for summer developmental fellowships. Full-time members of the bargaining unit who do not receive summer fellowships shall have priority for the assignment of summer teaching. Members of the Faculty Development Committee shall not be eligible for summer fellowships during the term for which they were elected.

* 1. Conditions

Such fellowships shall be granted for projects (other than scholarly research, writing or creative projects) that will contribute to the professional development of the bargaining unit member and be of benefit to the University. Such professional development projects include, but are not limited to, study within the bargaining unit member’s area of expertise, mastering of new disciplinary subject matter and/or techniques, curriculum development, and/or service to the bargaining unit member’s discipline or profession. Recipients shall be obligated to return to the University for at least one (1) full year of service after such leave. Within ninety (90) days after the return from such leave, a recipient shall be required to submit to the President, with copies to the Provost, the faculty member’s dean or supervisor and his/her department or staff, a complete written report of the project undertaken. The Provost will keep said reports on file and make them available to the Chairperson of the Faculty Development Committee upon request.

* 1. Procedures

The Faculty Development Committee shall first screen the pool of applicants in order to remove from the pool any proposals which the committee determines lack sufficient merit to be appropriate for funding by the University. Thereafter the committee shall select from the remaining pool of applicants the number of full-time bargaining unit members equal to the number of developmental summer fellowships made available by the University for that year. If there are more than the aforesaid number of applicants in the pool, after the initial merit screening referred to above, the committee will not recommend a developmental summer fellowship for bargaining unit members who have had three (3) or more summer or developmental fellowships in the six (6) years prior to the year they would be granted the developmental summer fellowship, unless all full-time bargaining unit members in the pool who have not had three (3) or more summer fellowships in the previous six (6) years are included on the list of recommended bargaining unit members.

* 1. Appeal

Bargaining unit members may appeal the failure of the Faculty Development Committee to follow the required procedure hereunder, but no appeal may be filed on the basis that the Faculty Development Committee has made an error in judging the merit of any proposal. The bargaining unit members of the University Academic Policy Committee shall hear all such procedural appeals and shall render a final decision. As to remedy, the bargaining unit members of the University Academic Policy Committee shall be limited to remanding the matter back to the Faculty Development Committee with specific procedural instructions. Except as set out hereafter, appeals regarding the actions of the Provost under this Article shall be limited to an alleged failure by the Provost to follow the required procedure and shall be processed under the grievance and arbitration provisions of this Agreement as to the basis for any such deviation from these recommendations.

* 1. Notification

The University shall notify recipients of developmental summer fellowships by March 18 of the academic year preceding the summer for which the awards are applicable if the Provost has received the recommendations from the Faculty Development Committee, as aforesaid, by the preceding March 1.

1. Bargaining Unit Travel and Other Business Related Expenses
   1. Travel Fund
      1. The parties acknowledge the value of bargaining unit participation at professional meetings and structured workshops, seminars, and clinics. During the first year of this Agreement, the University will reimburse full-time and Priority Adjunct members of the bargaining unit up to $2,220 per member for travel, registration, food, lodging, and other expenses incurred in connection with such person's actual participation in professional meetings and structured workshops, seminars, and clinics during the first year of the Agreement and then shall increase by the percent across-the-board salary increase in the two subsequent years. During the second and third years of this Agreement, only full-time faculty holding the rank of Assistant Professor I or II shall be eligible for travel-fund reimbursement and only to a maximum of $500 per fiscal year.

Such travel reimbursement shall increase by the same percentage as the across-the-board salary increase during each succeeding year of this Agreement.

b. The University shall continue to administer bargaining unit travel funds according to the policy agreed to by the University and the AAUP. A copy of this policy will be provided to all eligible bargaining unit members at the beginning of each academic year.

c. Reimbursement for use of private vehicles for such travel shall be made according to the provisions of Article XXIV.

* 1. Reimbursement of Expenses Associated with Scholarly Study, Research, Writing, and Creative Projects Related to Composing, Producing, and Performing
     1. Eligibility

All full-time members of the bargaining unit shall be eligible to make applications for reimbursement of out-of-pocket expenses that are directly related to scholarly study, research, writing, and creative projects related to composing, producing, and performing, including the expenses incurred during final preparation of a manuscript. Members of the Faculty Development Committee shall not be eligible for such reimbursements during the term for which they were elected.

* + 1. Reimbursement Fund

The University shall allot $41,691 during the first year of this Agreement, subject to increase by the across-the-board increase in years 2 and 3, for a fund for reimbursement of expenses associated with scholarly study, research, writing, and creative projects related to composing, producing, and performing, including the expenses incurred during the final preparation of a manuscript. Bargaining unit members may apply for such reimbursement in amounts not to exceed 10% of each year's total fund. Reimbursement shall be made on the basis of actual out-of-pocket expenses paid or incurred, as evidenced by the submission to the University of receipted bills or other appropriate evidence of such expenditure.

* + 1. Conditions

Reimbursements may be made for expenses associated with scholarly study, research, writing, and creative projects related to composing, producing, and performing, including the expenses incurred during the final preparation of a manuscript, that will be of benefit to the University and contribute to the professional development of the bargaining unit member.

* + - 1. Within ninety (90) days of the end of the academic year during which the scholarly study, research, writing, or creative project related to composing, producing, and performing is to occur, a recipient shall be required to submit to the Provost, the bargaining unit member's dean or supervisor, and his/her department or staff, a written report including a description of the initial proposal and a summary of the activities undertaken during the scholarly study, research, writing, or creative project related to composing, producing, and performing. The Provost will keep said reports on file and make them available to the Chairperson of the Faculty Development Committee upon request.
      2. Procedures for reimbursement and advances, as agreed to by the University and the AAUP, shall be sent to all eligible bargaining unit members when the University notifies them of approval of their applications (see Section f, below).
    1. Procedures

The Faculty Development Committee shall draw up a list of bargaining unit members recommended for reimbursement of eligible expenses. The Chairperson of the committee shall forward a copy of the recommendations together with the relevant applications from the recommended bargaining unit member to the Provost.

* + 1. Appeal

Bargaining unit members may appeal in writing the failure of the Faculty Development Committee to follow the required procedure hereunder, but no appeal may be filed on the basis that the Faculty Development Committee has made an error in judging the merit of any proposal. The bargaining unit members of the University Academic Policy Committee shall hear all such procedural appeals and shall render a final decision. As to remedy, the bargaining unit members of the University Academic Policy Committee shall be limited to remanding the matter back to the Faculty Development Committee with specific procedural instructions. Except as set out hereafter, appeals regarding the actions of the Provost under this Article shall be limited to an alleged failure by the Provost to follow the required procedure and shall be processed under the grievance and arbitration provisions of this Agreement as to the basis for any such deviation from these recommendations.

* + 1. Notification

The University shall notify recipients of reimbursement by March 18 of the academic year preceding the academic year for which the reimbursement is applicable if the Provost has received the recommendations from the Faculty Development Committee, as aforesaid, by the preceding March 1.

1. On-Campus Training and Development Projects

The parties recognize that the rapid development of technologies for both teaching and research has created a growing need for bargaining unit skill development. The parties also recognize that such development is often best accomplished through on-campus training and development projects, which may include on-line delivery. Therefore, the University shall take appropriate steps to establish and fund such development projects.

1. Additional Bargaining Unit Development Support

The University may grant additional development support to members of the bargaining unit, provided that research leaves, professional development leaves, and summer fellowships may be granted only pursuant to the procedures set forth elsewhere in this Article.

During the summer prior to the third year of this Agreement, the parties shall meet and discuss the availability of paid research and development leaves and summer research and developmental fellowships, if any, during fiscal year 2020-2021.