

**Guidelines for Preparation and Criteria for Evaluation of
Professional Leave Proposals
Washington State University Extension
2011-2012**

I. General procedure.

Preparation of applications for professional leave should follow the format specified by the provost. Guidelines for preparation and evaluation of the proposals for WSU Extension are presented here. Applicants should assemble the required documentation and submit the material to the District Director, who will check the documentation for completeness and technical quality. Poorly prepared proposals will be returned to the applicant for improvement.

After reviewing the material, the District Director will write an evaluation of the proposal assessing the substantive content and merit of the proposal, the value of the proposal to WSU Extension, and any personal circumstances of the applicant affecting his/her ability to successfully complete the leave. In those instances in which the applicant proposes to remain in the local environment, the letter from the District Director should comment on the desirability of these arrangements and attest that adequate arrangements have been made to ensure freedom from university responsibilities and that the applicant will be able to devote full time to the professional leave activities. Completed applications and the letter of evaluation from the District Director will then be forwarded to the Program Director and Associate Dean.

II. Guidelines for preparation of proposals.

Proposals for professional leave should be prepared according to the guidelines issued by the Provost, <http://provost.wsu.edu/manuals-forms/>. The numbers refer to the section of the provost's document regarding the preparation of professional leave proposals. All sections must be included in all proposals. **Please note changes to section 3.1.4 regarding letters of support and section 2.3 regarding the timing of the leave.**

III. Evaluation of the proposal.

Proposals for professional leave will be evaluated by the Associate Dean on the basis of the following criteria:

- a. main body of proposal,
- b. letter of evaluation from District Director,
- c. outside letters of support.

The main body of the proposal and the letter of evaluation by the chair will be assessed according to the following criteria (approximately equal weight given to each criterion):

- a. Value to the unit, college, and university.
- b. Feasibility of proposed activity.
- b. Quality and completeness of proposal (for example, well thought-out objectives, procedures, etc.).

The outside letters will be used to assess the feasibility, quality, and completeness of the proposal.

Please note: The page limit has been lifted for the report submitted at the completion of the professional leave.

ATTENTION: 3.1.2 must be signed by appropriate administrators and incorporated into the body of the proposal. The Contract (Professional Leave Repayment Agreement Form) must also be appropriately signed and attached to the proposal.

EXAMPLE ONLY--professional leave request - list numbers in proper sequence in your submittal.

3.1.2 This professional leave is recommended with the understanding that the departmental or area operations will not be jeopardized by the awarding of this leave and that the granting of this leave will not result in any additional dollar cost to the university.

County Director Date

District Director Date

Director, Research and Extension Center Date

Department Chair Date

Program Director, WSU Extension Date

*Ralph P. Cavaliere, Associate Dean and
Director, Agricultural Research Center Date

*Kimberlee K. Kidwell, Associate Dean, Academic Programs Date

Regional Chancellor Date

Linda Kirk Fox, Associate Dean, WSU Extension Date

Daniel J. Bernardo, Dean Date
College of Agricultural, Human, and Natural Resource Sciences

***Required signatures** based upon your appointment; i.e.,
research/extension
research/teaching/extension

- 3.1.3 See attached signed statements from facilities and persons important to success of leave project to demonstrate their availability during leave period.

John Q. Smith, University of Idaho, Department of Agricultural
Economics

Mary P. Smith, University of Washington, College of Forestry

- 3.14 See attached letters from persons writing in support of the application:

Alexis Q. Jones, Kansas State University, Department of Apparel,
Merchandising, and Interior Design

Marsha P. Wilson, University of Illinois, Department of Animal
Sciences

\\Cru22\ce_admin\Extension\Professional Leave\2011-2012\Guidelines for Preparation and Criteria for Evaluation of Professional
Leave -Extension 2011-12.doc