

Professional Development Reassignment Program FAQ Guide
March 28, 2024

- 1. Where can I find an overview of the program and process?**
 - a. See attachment.
- 2. Does the faculty member submit a pre-application in FAAR?**
 - a. No. It is sent to their chair.
- 3. Can a Career Track faculty propose up to 40% SoE time for one semester or spread across fall/spring?**
 - a. Yes, proposals can be either a semester, or across two semesters (contingent upon chair/dean approval). Service requirements still apply.
- 4. If the faculty member proposes up to 40% in one semester, can they work remotely for the entire semester?**
 - a. Yes, contingent upon approval from chair/dean, remaining work can be completed remotely. If approved, service requirements need to be completed remotely.
- 5. How are PPRP's and Sabbaticals evaluated?**
 - a. Unit leaders (chairs/deans) will need to collaborate and consider a balanced portfolio of sabbatical and PPRP proposals where semester only or full year proposals ensure that all unit needs can be met. This is a very important expectation for the April letter of intent review process. Unit leaders should make these considerations before requiring a full proposal from the faculty member(s).
- 6. Do approved PPRP proposal(s) for CT faculty interact with sabbatical request for tenured faculty?**
 - a. Yes. Chairs/directors must reconcile requests and meet department needs and serving students.
- 7. Who pays for the backfill when a CT faculty is gone for 40% of their time?**
 - a. The unit (Dept/School or College) must cover, and approved proposal must include a plan for coverage. The PPRP program is not a "funded" program. It is a provost office policy change to allow professional projects or professional development activities to occur within the assigned SoE for an eligible CT faculty member. It is not a form of "leave," but the PPRP offers the opportunity for projects or development activity to occur remotely.
- 8. Can chairs or deans guide or inform details of proposals?**
 - a. Yes. Chairs/Deans can determine criteria in advance, if needed (e.g. chairs/deans could limit proposals to full year or semester based on predicted needs of the unit. While not required, topics or areas of work for proposals can be focused on specific unit or institutional priorities)
- 9. How many years served at NAU to apply for the PPRP?**
 - a. A CT member can apply during their 6th year of continuous full-time employment in a faculty role NAU. The PPRP experience would occur during the 7th year of service at NAU.
- 10. What about sabbatical requests?**
 - a. See section 1.7.1 of COFs (tenured faculty should indicate by **April 1** to the department chair/director).