

**Professional Development Leave Program**  
**Lecturers in Language**  
**Arts and Sciences**

Arts and Sciences Lecturers in Language in the ranks of Lecturer or Senior Lecturer who have completed at least ten years of full-time teaching at Columbia will be eligible to apply for a one-semester paid Professional Development Leave.

The primary purpose of a professional development leave is to rejuvenate the language lecturer and Columbia's language programs in ways that reflect and promote pedagogical developments either within the university or in the field at large. Professional development leave proposals might include, but not be limited to: 1) the completion, publication, or dissemination of new pedagogical materials, 2) the development of new pedagogical approaches, 3) the exploration of potential collaborative efforts with other language programs or area studies, 4) the pursuing of educational opportunities pertinent to teaching, 5) study or research in a country central to the lecturer's language of instruction.

Eligibility

Full-time Lecturers or Senior Lecturers in Language who have taught full time at Columbia for no fewer than ten years are eligible to apply.<sup>1</sup> Those who have previously been awarded a Professional Development Leave may apply for a second or subsequent leave after an interval of no fewer than seven years. Those receiving a Professional Development Leave will be required to complete at least one year of full-time teaching at Columbia upon completion of the leave. Should the individual not comply with this requirement, the full cost of the leave would have to be repaid.

Application Procedure

Individuals wishing to apply for this program should submit a proposal of how they would use the time freed by the course release. The proposal should include a rationale for the project goals which does not exceed five pages, double-spaced, in 12-point type. It should include 1) a detailed description of the goals the lecturer expects to achieve with his/her project during the leave, 2) an explanation of the ways in which the project will be of benefit to the quality of language instruction at Columbia or to the field of language teaching more broadly, 3) an overview of relevant research or work related to the project, 4) a time-line for the project, and 5) a bibliography indicating the lecturer's familiarity with the topic. An updated curriculum vitae should also be enclosed.

Application for the professional development leave should be sent to the Office of the Executive Vice President for Arts and Sciences by the announced deadline in the academic year preceding that in which the course relief would be taken. The application should include a completed cover page signed by the department chair affirming the department's support of the application.

Up to two Professional Development Leaves will be awarded in a given year. The Standing Committee on Language Lecturers will evaluate proposals and recommend

<sup>1</sup> Lecturers (but not Senior Lecturers or those in other non-professorial ranks) may apply for such a leave to complete a doctoral dissertation if the dissertation research directly relates to language instruction in the field in which the Lecturer is teaching.

to the Executive Vice President, which, if any, of the proposals submitted merit a Professional Development Leave.

### Award

Awards for the upcoming year will be announced early in the spring semester. Lecturers receiving an award will be required to submit a two-page summary of what was accomplished during the leave period by the end of the first semester after they return to full-time teaching.

Any lecturer awarded a developmental leave will receive full salary with benefits for the semester of leave. Alternatively, the lecturer may elect half pay and benefits for an entire academic year. The department will be provided with funds sufficient to hire an adjunct to fulfill the faculty member's teaching obligation to the department during the semester of leave.

**Course Relief Program**  
**Lecturers in Language**  
Arts and Sciences

Lecturers in Language in the ranks of Lecturer or Senior Lecturer who have successfully passed the second-year review and are teaching full-time at Columbia University will be eligible to apply for a relief from teaching one course. The purpose of the program is to permit language instructors to rethink a current course or develop a new course to improve their respective language program. Proposals that focus on the application of new technologies to foreign language teaching are particularly encouraged.

Application Procedure

Individuals wishing to apply for this program should submit a description of how they would use the time freed by the course release. The description should include a rationale for the project goals based on a specific course or language project, a brief overview of relevant projects/works, and a timetable. An updated curriculum vita should also be enclosed. The narrative portion should not exceed three pages, double-spaced in 12-point type.

Application for the course buy-out should be sent to the Office of the Executive Vice President for Arts and Sciences by the announced deadline in the academic year preceding that in which the course buy-out would be taken. The application should include a completed cover page signed by the department chair affirming the department's support of the application.

As lecturers are thinking about course-release projects they are encouraged to consult with the Director of the Language Resource Center, experienced lecturers in their own and other languages, and with past course-release recipients.

It is anticipated that up to two awards will be made in each year. The Standing Committee on Language Lecturers will evaluate proposals and recommend to the Executive Vice President which, if any, proposals merit the award of course relief. Awards for the upcoming year will be announced early in the spring semester. The LRC will work with successful course-relief candidates in scheduling formal presentation/dissemination of material in a foreign language lecturer forum in the semester following the course release.

Award

The faculty member will be given release from teaching one course during the academic year. The department will be provided with funds sufficient to hire an adjunct to fulfill the faculty member's teaching obligation for that course.

**COVER SHEET\***

**Application for Professional Development Leave in 2020-2021  
Lecturers in Language  
Arts and Sciences**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

University Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Period for which course buy-out requested:

Fall 2020 \_\_\_\_\_ Spring 2021 \_\_\_\_\_

Approval of Department Chair:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit with your proposal and curriculum vitae by 5:00 p.m. Monday, March 23, 2020 to:**

Jamie Bennett  
Assistant Director for Academic Affairs  
Office of the Executive Vice President for Arts and Sciences  
jb33@columbia.edu

\* This form may be reproduced in a computer-generated format. The information does not have to be typed on an original copy.

**COVER SHEET\***

**Application for Course Relief in 2020-2021  
Lecturers in Language  
Arts and Sciences**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

University Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Period for which course buy-out requested:

Fall 2020 \_\_\_\_\_ Spring 2021 \_\_\_\_\_

Approval of Department Chair:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit with your proposal and curriculum vitae by 5:00 p.m. Monday, March 23, 2020 to:**

Jamie Bennett  
Assistant Director for Academic Affairs  
Office of the Executive Vice President for Arts and Sciences  
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