

Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program

Program Guidelines

Objective

The Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program enhances employment opportunities for people who are preparing for permanent or continuing appointment. Established under the Affirmative Action/Diversity Committee, this Program seeks to promote a broad diversity of award recipients with preference given to minorities, women, employees with disabilities, or employees with military status.

The types of support available include: payment of employee's regular salary by the campus; salary for a replacement; and other related expenses for research or study with a justification.

Eligibility

Full-time, term employees who are in a position eligible for permanent appointment (professional employees) or continuing appointment (academic employees) and have at least a one-term renewal, or prior service credit.

A campus endorsement for a full-time leave.

A campus financial contribution of a minimum of 40% of the cost of salary for a replacement for the duration of the leave and a minimum of 40% of the total project or activity expenses. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campus should not be included as a part of the campus's contribution.

An acknowledgement from the applicant of an obligation to return to the campus for a minimum of one year at the conclusion of the leave unless this obligation is waived by the campus president or designee.

A proposed project or activity that:

- Assists in meeting one or more criteria established in Article XII, Evaluation and Promotion of Academic and Professional Employees, of the Policies of the [Board of Trustees](#).
- Requires full-time leave from the applicant's professional obligation for at least one semester and a maximum of one year, including but not limited to a summer.
- Can be completed prior to the applicant's file being reviewed for permanent or continuing appointment.
- Includes a detailed timeline with dates for completing various phases of the project or activity.

Consideration will be given to areas of Scholarship and Mastery of Specialization including, but not limited to, the following projects or activities:

- Pure, applied and historical research.

- Preparation of manuscripts or other materials for publication.
- Invention or innovation in professional, scientific or technical areas.
- Course work not covered by Article 46 Program for Tuition Assistance, of the New York State/United University Professions Agreement, or a SUNY tuition waiver.
- Curriculum development for new or innovative programs.
- Grant proposal development.
- Internships, workshops, and conferences specifically related to the applicant's approved activity.

Application Deadlines

Application Deadline for Fall 2019 Semester Applications is April 1, 2019

Application Process

General Program Information

Make sure you read and understand the General Program Information.

This section provides information pertaining to the disbursement of funds, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgement of committee funds, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out and print the Application and attach supporting documents listed below
3. Have the Application signed by the campus president or designee and the UUP chapter president.
4. Send the Application with required supporting documents to the NYS/UUP JLMC staff.

The decision to fund an application is at the discretion of the Affirmative Action/Diversity Committee.

An approved application will be funded after the following are received by the NYS/UUP JLMC staff:

- The applicant's signed Acceptance of Award form.
- The campus's appointment letter with the salary for the replacement of the applicant.

Required Attachments

- Copies of all appointment letters (initial, renewal, and current). If unavailable, a letter from the administration certifying the titles and effective dates of all appointment letters will be accepted.
- A signed certification from the campus president or designee attesting that the employee qualifies for preference as a minority group member, a woman, an employee with a disability, or an employee with military status.

- A letter of endorsement for full-time leave from the campus president or designee.
- A letter of endorsement from the department or program dean, chair, director or supervisor.
- A letter from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the cost of salary for a replacement for the duration of the leave and a minimum of 40% of the total project or activity expenses.
- A financial statement from the campus fiscal officer indicating the cost of salary for a replacement for the duration of the leave.
- An acknowledgement from the applicant of an obligation to return to the campus for a minimum of one year at the conclusion of the leave unless this obligation is waived by the campus president or designee. If waived, a letter from the campus president or designee stating it has been waived.
- A proposed project or activity described under Eligibility.
- A detailed timeline proposed under Eligibility.
- Curriculum vitae (no more than three pages).

Additional information may be requested by the Affirmative Action/Diversity Committee.

Program Evaluation

A Program Evaluation must be submitted within 30 days of completing the project or activity. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.