

Dr. Nuala McGann Drescher Diversity and Inclusion Leave Program

Program Guidelines

Objective

The Dr. Nuala McGann Drescher Diversity and Inclusion Leave Program enhances employment opportunities for employees who are preparing for permanent (professional employees) or continuing appointment (academic employees). Established under the Diversity, Inclusion and Equity Committee, this Program seeks to promote diversity, inclusion and equal opportunity in SUNY's workforce. Preference will be given to employees who are under-represented on the basis of their protected class status including but not limited to age, race, creed, color, sex, sexual orientation, national origin, military or veteran status, disability, gender expression and gender identity. This Program also seeks to promote diversity, inclusion and equal opportunity for specific employees in a department, unit, program if the employee and the campus can demonstrate that the employee is under-represented in a particular department, unit or program.

The types of support available include salary for a replacement for the duration of the employee's leave and other related expenses for research or study. In addition, the campus will continue paying the employee's regular salary for the duration of the leave.

Eligibility

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

To be considered, employees must provide the following:

- A campus endorsement for a full-time leave.
- A campus commitment of 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 for other programs should not be included as a part of the campus's contribution.
- An acknowledgement stating an obligation to return to the campus for a minimum of one year at the conclusion of the Dr. Nuala McGann Drescher leave unless this obligation is waived by the campus president or designee.
- A proposed project or activity that assists the employee 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. The employee must demonstrate:
 - How the project or activity relates to the employee's job and may assist the employee in achieving permanent or continuing appointment.
 - That the project or activity requires full-time leave from the employee's professional obligation for at least one semester and a maximum of one year, including but not limited to a summer.
 - That the project or activity can be completed prior to the employee's file being reviewed for permanent or continuing appointment. A detailed timeline with dates for completing various phases of the project or activity must be included.

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.
- Grant proposal development.
- Internships and workshops, specifically related to the employee's approved activity.

Application Deadlines

Application Deadline for Spring 2020 Semester Applications is September 18, 2019

Application Process

General Program Information

This section provides information pertaining to the disbursement of funds, including application follow-up, expenditure limitations, reimbursement of expenditures, acknowledgment of committee funds, equipment policy, and contacts. Make sure you read and understand the General Program Information prior to completing the Application.

Read the Application Instructions.

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

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 letter from the campus president or designee attesting that the employee qualifies on the basis of protected class status including but not limited to age, race, creed, color, sex, sexual orientation, national origin, military or veteran status, disability, gender expression and gender identity or that the employee is under-represented in a department, unit or program.
- 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, including how the proposed project or activity may assist the employee in achieving continuing or permanent appointment.
- A letter from the campus president or designee committing 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 employee of an obligation to return to the campus for a minimum of one year, of the Dr. Nuala McGann Drescher leave, unless this obligation is waived by the campus president or designee. If this obligation is waived, a letter from the campus president or designee stating that the obligation has been waived.
- A proposed project or activity as set forth in the Eligibility section of these Guidelines, above
- A description of how the project or activity will assist the employee in achieving permanent or continuing appointment, as set forth in the Eligibility section of these Guidelines, above.
- A detailed timeline, as set forth in Eligibility section of these Guidelines, above.
- Curriculum vitae.

Additional information may be requested by the Diversity, Inclusion and Equity Committee.

The decision to fund an application is at the discretion of the Diversity, Inclusion and Equity Committee.

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

- The employee's signed Acceptance of Award form.
- A signed appointment letter from the campus for the employee's replacement including salary.

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.