

# **Dr. Nuala McGann Drescher Diversity and Inclusion Leave Program**

## **Guidelines**

### **I. Objective**

The Dr. Nuala McGann Drescher Diversity and Inclusion Leave Program enhances employment opportunities for employees who are preparing for continuing appointment (academic employees) or permanent appointment (professional employees). Established under the Diversity, Inclusion and Equity Committee, this Program seeks to promote diversity, inclusion and equal opportunity in SUNY's workforce. Preference is given to employees who demonstrate they are under-represented in their department, unit, program or school 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.

In addition, this Program also seeks to promote diversity, inclusion and equal opportunity for specific employees in a department, unit, program or school if the employee and the campus can demonstrate that the employee is under-represented in a specific department, unit, program or school.

The types of support available from the NYS/UUP Joint Labor-Management Committees include salary for a replacement for the duration of the employee's leave, and other related expenses for research or study as determined by the review committee. In addition, the campus will continue paying the employee's regular salary for the duration of the leave.

### **II. Eligibility**

Full-time, term employees who are in a position that is eligible for continuing or permanent 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 for at least one semester.
- 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, from the applicant, stating an obligation to return to the campus for a minimum of one year upon completion of the Dr. Nuala McGann Drescher Diversity and Inclusion Leave Program, 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:
  1. How the project or activity relates to the employee's job and may assist the employee in achieving continuing or permanent appointment.
  2. 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.
  3. That the project or activity can be completed prior to the employee's file being reviewed for continuing or permanent appointment.
  4. 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.
- Grant proposal development.
- Internships and workshops specifically related to the employee's approved project or activity.
- For professional employees, course work that will contribute to permanent appointment and is not covered by Article 46 Program for Tuition Assistance, of the New York State/United University Professions Agreement, or a SUNY tuition waiver. *Excluded is course work for a terminal degree that was a requirement at the time of initial hire.*

Because there are limited funds available for this Program, the priority is to award funds for salary replacement to cover applicants while on paid leave, followed by funding for travel that is essential to the completion of the proposed project or activity. *Funding for other expenses related to the proposed project or activity is considered on a case-by-case basis.*

### III. Application Deadline

**FALL 2020 SEMESTER DEADLINE IS FEBRUARY 21, 2020**

### IV. Application Process

#### a) READ the [General Program Information](#)

This section provides important information on what you need to know prior to applying for NYS/UUP JLMC funds including, expenditure limitations, reimbursement of expenditures, application review, applicant notification, acknowledging committee funds and how to proceed if there are changes to a project or activity after receiving notification of funding.

Make sure you read and understand the General Program Information prior to completing the Application.

#### b) Filing an Application

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

#### c) 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 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; or a letter attesting that the employee is under-represented in a specific department, unit, program or school.

- 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 and what structures are in place to mentor the applicant throughout the project or activity, particularly during the period of the leave.
- 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 applicant of an obligation to return to the campus for a minimum of one year upon completion of the Dr. Nuala McGann Drescher Diversity and Inclusion 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 is required.
- A proposed project or activity as set forth in the Eligibility section of these Guidelines.
- 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.
- A detailed timeline, as set forth in Eligibility section of these Guideline.
- Curriculum vitae.

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

**d) Application Review**

Applications are reviewed by the Diversity, Inclusion and Equity Committee. The decision to fund an application is at the Committee's discretion.

**e) Funding**

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.

**f) Program Evaluation**

A [Program Evaluation](#) must be submitted within 30 days of completing the project or activity. Action may be postponed on subsequent applications for NYS/UUP JLMC funds submitted by the award recipient until the Program Evaluation is received.