New York State/United University Professions
Joint Labor Management Committees
(NYS/UUP JLMC)

Dr. Nuala McGann Drescher Leave Program
Guidelines

1. Objective

The Dr. Nuala McGann Drescher Leave Program enhances employment opportunities for employees who are preparing for continuing appointment (academic employees) or permanent appointment (professional employees). Established under the Diversity, Equity, and Inclusion Committee, this Program seeks to promote diversity, inclusion, and equal opportunity in the State University of New York (SUNY) 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, age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record. In addition, other than on the basis of protected class status, this Program also seeks to promote diversity, equity, 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.

There are two components of the Dr. Nuala McGann Drescher Leave Program that are integral to the employee being able to successfully complete their project or activity and are considered when awarding a Dr. Nuala McGann Drescher Leave:

- The campus provides release time with full salary for the duration of the employee's leave.
- The campus replaces the employee for the duration of their leave and pays 20% of the replacement's salary.

To assist the campus with costs associated with replacing the employee while on leave, the NYS/UUP Joint Labor-Management Committees funds provide 80% of the salary for a replacement for the duration of the employee's leave and for other project or activity related expenses awarded by the review committee. In addition, an appointment letter with a salary documenting that the employee will be replaced for the duration of the awardee's leave must be provided to the committee by January 2 for a Spring semester leave and September 2 for a Fall semester leave. If an appointment letter is not received by the January 2 or September 2 deadline, and the campus decides not to replace the employee, then the employee will be considered to be on a campus designated leave, and not a leave in accordance with the Dr. Nuala McGann Drescher Leave Program. An employee on a campus designated leave will not be required to adhere to any of the requirements of this Program.

2. Eligibility

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

employee is required to submit:

- A campus endorsement for a full-time leave for at least one semester.
- A campus commitment of financial contribution of a minimum of 20% of the cost of salary for a replacement for the duration of the leave and a minimum of 20% 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 acknowledgment, from the applicant, stating an obligation to return to the campus for a minimum of one year upon completion of the Drescher 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:

a. Pure, applied, and historical research.
b. Preparation of manuscripts or other materials for publication.
c. Invention or innovation in professional, scientific, or technical areas.
d. Grant proposal development.
e. Internships and workshops specifically related to the employee's approved project or activity.
f. 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.*

There are limited funds available for this Program. The priority is to award funds for salary replacement to cover applicants' replacements 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.*

3. Application Deadline

For current deadlines, go to the Dr. Nuala McGann Drescher Leave Program section of the Grant Opportunities webpage.

4. Application Process

a. Read the Application Instructions.
b. Read the General Program Guidelines.

i. The General Program Guidelines contain essential information relevant to Dr. Nuala McGann Drescher Leave Program. This includes policies and information such as 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. Reading and understanding the General Program Guidelines is fundamental to completing your application.

c. Complete the Application and attach supporting documents listed under Required Attachments.
d. Have the Application signed by the campus President or designee and the UUP Chapter President. The signature can be handwritten or digital.
e. Send the Application with required attachments to the NYS/UUP JLMC staff as provided on the Application.
   i. Email: nysuuplmc@oer.ny.gov
   ii. Address: NYS/UUP Joint Labor-Management Committees,
   2 Empire State Plaza, 11th Floor,
   Albany, New York 12223

5. Required Attachments

a. A letter from the campus president or designee committing the campus's financial contribution of a minimum of 20% of the cost of salary for a replacement for the duration of the leave and a minimum of 20% of the total project or activity related expenses.
b. A financial statement from the campus fiscal officer indicating the cost of salary for a replacement for the duration of the leave.
c. 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.
d. 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 basis of their protected class status, including but not limited, age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record;
   or a letter attesting that the employee is under-represented in a specific department, unit, program or school.
e. A letter of endorsement for full-time leave from the campus president or designee that the date the applicants file will be reviewed for tenure.
f. Letter of endorsement that addresses how Dr. Nuala McGann Drescher Leave Program leave will benefit the applicant in their application for tenure/how a Drescher will assist this individual in attaining permanent or continuing appointment (tenure).
g. 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 Leave Program 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.
h. A proposed project or activity as set forth in the Eligibility section of these Guidelines.
i. 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.

j. A detailed timeline, as set forth in Eligibility section of these Guidelines.
k. Curriculum vitae.

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

6. Application Review

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

7. Changes to the Project or Activity Following Notification of Award

If changes are made to any component of the project or activity including the budget and dates of the project or activity, following notification of its approval, the changes must be submitted in writing to the NYS/UUP JLMC staff. All changes to the project or activity are subject to approval by the designated joint committee prior to implementation.

8. Funding

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

a. The employee's signed Acceptance of Award form.
b. A signed appointment letter with a salary, from the campus for the employee's replacement by January 2 for Spring Semester leave and September 2 for fall Semester leave.

9. Acknowledgement of NYS/UUP Funds

Award recipients are required to acknowledge the support of the NYS/UUP JLMC as the funding source on all publicity, publications, and handout materials, regardless of the format. The specific committee should be identified.

10. Program Evaluation

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity was completed at the time of the award, the evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.