**Dr. Nuala McGann Drescher
Affirmative Action/Diversity Leave Program**

**http://nysuup.lmc.ny.gov/diversity/drescher.html**

**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 appointments with preference given to minorities, women, employees with disabilities, or an employee with military status. The Affirmative Action/Diversity Committee seeks to promote a broad diversity of award recipients.

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. 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](http://www.suny.edu/Board_of_Trustees/index.cfm).
	+ Requires full-time leave from professional obligations for at least one semester and a maximum of one year, including but not limited to a summer.
	+ Can be completed prior to 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**

Deadlines for the Dr. Nuala McGann Drescher Leave Program Are as follows:

* Fall 2015 Semester – March 4, 2015
* Spring 2016 Semester – October 7, 2015

Deadlines for all other programs are included in the program guidelines.

**Application Process**

1. Read the Application [Instructions.](http://nysuup.lmc.ny.gov/resources/application_instructions.html)
2. Fill out and print the [Application](http://nysuup.lmc.ny.gov/uup/uup_form.cfm) 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 [JLMC staff.](http://nysuup.lmc.ny.gov/contactJLMC.html)

The decision to fund an application is at the discretion of the Committee.

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

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

**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 letters listed above 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
* 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 Committee.

**Program Evaluation**

A [**Program Evaluation**](http://nysuup.lmc.ny.gov/uup/program_eval.cfm) must be submitted within 30 days of completing the project or activity. If the funded project or activity has already been 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.