

**Commission on Administrative and Professional Faculty Affairs Meeting Minutes**  
**October 11, 2023**  
**2:30 p.m.**  
**Via Zoom: <https://virginiatech.zoom.us/j/86041129753>**

**Present:** Stephanie Trout (presiding), Juliet Dadras, Jenni Gallagher, Renée Ryan, Saonee Sarker, Paige Thacker, and Marty Wyatt.

**Absent with Notice:** Harrison Blythe, Cyndi Hutchison, Lonnie Johnson, Megan Seibel, and Keith Stephenson.

**Absent:** Arianna DiFillippo, Rodney Irvin, Kara Lotapolski, Katie Polidoro, and Sophie Thompsen.

**Guests:** Kari Evans, April Myers, and Susan Short.

Stephanie Trout called the meeting to order at 2:35 p.m. A quorum was not present.

**1. Agenda**

**2. Presentation**

Susan Short, Associate Vice President for Engagement in Outreach and International Affairs, presented on behalf of the A/P Faculty Professional Development Leave Working Group. Currently policies exist to address faculty sabbatical and educational leave, but there is no policy on professional development leave. The Working Group surveyed 35 A/P faculty members and worked with the Provost's Office to craft the attached policy proposal. The proposal seeks to provide an additional incentive to be used for recruitment and retention of administrative and professional faculty members.

**3. Other Items**

- Discussion about appointment of a Vice Chairperson to fill the role of the CAPFA Chair, when necessary. If you're interested in serving, please reach out to Stephanie Trout.
- Discussion of the survey regarding shared governance which included questions for Senates, Commissions, Department Heads Council, and Council of College Deans. Complete the survey [here](#). Responses will be compiled prior to the November CAPFA meeting so we will meet the Policy & Governance deadline of December 15.

**4. Announcements**

Stephanie asked commission members to contact her with ideas for future agenda items and speakers of interest. The next meeting is scheduled for November 8, 2023 at 2:30 p.m.

**5. Adjournment**

There being no further business, the meeting was adjourned at 3:00 p.m.

## **Administrative and Professional Faculty Benefits Professional Development Leave (Proposed)**

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In order to enhance recruitment and retention efforts, professional development leave (with full salary) may be granted for up to three (3) months to Administrative and Professional (AP) faculty members to pursue development opportunities mutually beneficial to the individual AP faculty member and the university. Professional development leave may be approved in instances such as the attainment of an internationally recognized training certificate, enhanced competencies in grants management and proposal development, fellowship exchange in residence at another institution, or similar activities.

An AP faculty member will be eligible to apply for professional development leave with pay after the completion of six years of continuous service with Virginia Tech in a similar capacity. Such leave may be granted by the Provost (or designee) for up to three months, not more frequently than every five years, on the recommendation of the individual's immediate supervisor and division of human resources.

On approval of professional development leave with full pay, the AP faculty member must sign a memorandum of agreement, which obligates the AP faculty member to return to full employment in the university for a period twice the time of the approved leave or to repay the university the salary received plus interest. If a leave recipient returns to the university, but resigns before completing that obligation, the salary repayment is prorated.