



12.99.01.D0.01

Faculty Development Leave

Approved: September 3, 2014

Revised: January 26, 2017

Next Scheduled Review: January 26, 2020

Procedure Statement

Faculty Development Leave is an important component of professional development that promotes institutional excellence and enhances the reputation of university faculty. To enable faculty members to engage in study, research, writing, and similar projects, faculty development leave will operate according to the guidelines in this standard administrative procedure.

Reason for Procedure

This procedure provides guidance specific to Texas A&M University-Central Texas (TAMUCT) for the implementation of faculty development leave in accordance with the Texas Education Code, Section 51.102 and System Regulation 12.99.01 *Faculty Development Leave*.

Procedures and Responsibilities

1. OVERVIEW

Faculty Development Leaves are paid leaves of absence from normal duties for the purpose of professional development. They enable a faculty member to engage in study, research, writing, creative activities, field observations, and similar scholarship projects for the purpose of adding to the knowledge available to the faculty member, students, the university, and society. A developmental leave provides a faculty member an opportunity to gain or refresh skills and knowledge during a brief respite from the normal responsibilities of a faculty member. It is expected that the faculty member who returns from a developmental leave will use the knowledge and skills gained from the leave to enhance the educational experience of students at TAMUCT Texas in some meaningful way.

- 1.1 TAMUCT is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, The Texas A&M University System policy, and University rules, no decision regarding awards for faculty developmental leave will be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status, genetic information or disability.

2. ELIGIBILITY REQUIREMENTS

- 2.1 For the purpose of this procedure, a “faculty member” is defined as a person who is employed full-time in a tenured, tenure-track or professional-track position and whose duties include teaching, scholarship, service, administration, and/or professional services.
- 2.2 A Faculty Development Leave may be granted only to faculty who have served full-time at TAMUCT for at least six consecutive academic years.
- 2.3 A faculty member is eligible to receive a Faculty Development Leave no more than once every seven years. Pending available funding and approval of the Texas A&M System Board of Regents, Faculty Development Leave applications will be submitted and reviewed on an annual basis.
- 2.4 In accordance with the *Texas Education Code, Section 51.102* and *System Regulation 12.99.01 Faculty Development Leave*, no more than six percent of the faculty may be on faculty development leave at any one time.
- 2.5 Upon return from a Faculty Development Leave, the faculty member shall return to his/her previous academic position. Standard Administrative Procedure 12.03.99.01 *Faculty Workload* will be used to determine the faculty member’s assignment when returning from a Faculty Development Leave.
- 2.6 Faculty Development Leave is granted with the understanding that recipients will continue employment with TAMUCT for a minimum of one year after completion of the development leave. A legal agreement in which the faculty member agrees to reimburse TAMUCT for all salary and benefits received during the developmental leave term if this obligation is not met will be executed between the University and the faculty member. Exceptions to this obligation include death, disability attested to by a physician, or termination of employment by the university.

3. FUNDING

- 3.1 Monetary remuneration for Faculty Development Leave will be at full salary for one long semester or half salary for the academic year (fall and spring semesters).
- 3.2 During the Faculty Development Leave, a recipient may not accept employment from any other person, corporation, or government unless the President and The Texas A&M University System Board of Regents approves such employment.
- 3.3 Faculty members on Faculty Development Leave may accept a grant for study, research, or travel from an institution of higher education, from charitable, religious, or educational foundations or corporations; from a business enterprise or from federal, state, or local governmental agencies, if acceptance does not violate any A&M System policy.

3.4 The faculty member on a Faculty Development Leave retains the right of participating in programs and receiving the benefits made available to faculty members by or through the A&M System or the state of Texas.

3.4.1 Texas Insurance Code *1601.201* prohibits public universities from contributing more than 50% of the cost of basic health coverage for the employee and more than 25% of the cost of dependent coverage when a faculty member elects to take Faculty Development Leave for one academic year at one-half of his or her salary. Faculty are encouraged to meet with the college dean and Human Resources to determine the added cost of benefits and how the costs will be paid.

3.5 Faculty members on Faculty Development Leave are considered full-time employees of TAMUCT with regard to accrual of time for promotion and tenure eligibility and salary increases.

3.6 Granting of Faculty Development Leave is subject to the availability of funds from the Texas Legislature or such other funds as the President may make available.

4. APPLICATION PROCEDURE

4.1 Applications for Faculty Development Leave must contain the following documents:

4.1.1 Faculty Development Leave Submission Proposal Cover Page (Appendix A)

4.1.2 Current curriculum vitae that includes a record of publications, presentations, research grants and prior professional development activities.

4.1.3 A letter of support from the Department Chairperson that addresses the proposal's merits.

4.1.4 A proposal outlining the leave project that includes:

4.1.4.1 Length of requested leave,

4.1.4.2 Semester(s) of requested leave,

4.1.4.3 Project purpose and objectives,

4.1.4.4 Congruence of the project with college and university goals,

4.1.4.5 Expected scholarly outcomes of the leave,

4.1.4.6 Description of the linkage of the requested leave to faculty scholarship, teaching, service, and/or administrative assignment,

4.1.4.7 Description of how the leave would benefit the faculty member, students, the college and the university,

4.1.4.8 Evidence of the review of the project by the IRB to ensure that research conducted by the University protects the rights and welfare of human subjects and supports the institution's research mission (as applicable), and

4.1.4.9 Specific information on grants or agreements that are made in conjunction with the Faculty Development Leave (as applicable).

5. TIMELINE

- 5.1 **October.** Faculty members who are applying for a Faculty Development Leave that will extend for the entire academic year will meet with the college dean and Human Resources to determine the added cost of benefits and how the costs will be paid.
- 5.2 **Last Friday in October.** Applications for Faculty Development Leave will be submitted to the appropriate college dean by the last Friday in October. The college dean will provide a recommendation for Faculty Development Leave that includes the following information:
- 5.2.1 An evaluation and recommendation of the proposed project including assessment of the value of the project to the faculty member, the college and the university,
 - 5.2.2 A description of how the faculty member's responsibilities will be covered during the leave, and
 - 5.2.3 A statement of assurance that the faculty member's absence will not unduly disadvantage students in the college or impact state requirements for degree programs regarding the requirement for core faculty.
- 5.3 **Second Friday in November.** The college dean will forward the applications to the Provost and Vice President for Academic and Student Affairs (Provost). The Provost will convene the *University Faculty Development Leave Committee* by the second Friday in November.
- 5.4 **Second Friday in December.** The University Faculty Development Leave Committee will submit a recommendation to the Provost by the second Friday in December.
- 5.5 **Second Friday in January.** The Provost/VPASA will submit a recommendation to the President by the second Friday in January. This recommendation will be based on the relative merits of the proposal, available resources, and the potential impact on the college and university.
- 5.6 **Third Friday in January.** If approved, the President will submit a list of university nominees to the Chancellor for recommendation to the A&M University System Board of Regents for final approval. This list must be submitted to the Chancellor by the January deadline for approval at the April meeting.
- 5.7 **September.** Faculty may be eligible to apply for funding through the Faculty Scholarship and Research Committee Development Funds available in each College.

6. UNIVERSITY FACULTY DEVELOPMENT LEAVE COMMITTEE

- 6.1 The University Faculty Development Leave Committee is a university-level committee with representation from each of the colleges (2 members from each college).

- 6.2 Committee members are appointed by the Faculty Senate Committee on Committees and approved by the Provost and Vice President for Academic and Student Affairs. As practicable, preference is given to senior faculty members or faculty whom have been awarded a Faculty Development Leave. Committee members serve two-year staggered terms. To avoid conflict of interest, a faculty member serving on the University Faculty Development Leave Committee is not eligible to submit an application for Faculty Development Leave.
- 6.3 The University Faculty Development Leave Committee will rank order leave requests based on the following criteria:
 - 6.3.1 The quality of the proposed project.
 - 6.3.2 The value of the project to the faculty member, the college and the university.
 - 6.3.3 Length of time in full-time employment at TAMUCT.
 - 6.3.4 Length of time since last Faculty Development Leave.

7. COMPLETION REPORT

- 7.1 Within one month of returning from a Faculty Development Leave, the faculty member must submit a report to the College Dean that details:
 - 7.1.1 Activities and accomplishments completed during the leave,
 - 7.1.2 Evaluation of scholarly outcomes of the leave, and
 - 7.1.3 Current status of scholarly products resulting from the leave.
- 7.2 The outcomes of the leave project will be reflected in the faculty member's annual performance review. Merit for the year/semester will be affected by an unsatisfactory rating.
- 7.3 Faculty members who do not meet the leave outcomes or who do not submit a report to the dean will not be eligible for future Faculty Development Leaves.

Related Statutes, Policies, or Requirements

[Texas Education Code, Section 51.102](#)

[Texas Insurance Code 1601.201](#)

System Policy [12.01: Academic Freedom, Responsibility and Tenure](#)

System Regulation [12.99.01: Faculty Development Leave](#)

Definitions

A “faculty member” is defined as a person who is employed on a full-time basis as a member of the faculty at Texas A&M University-Central Texas and whose duties include teaching, research, administration and/or the performance of professional services. This includes faculty members who are tenured, tenure-track and professional-track.

Appendix

- Faculty Development Leave Submission Proposal Cover Page
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Contact Office

Provost and Vice President for Academic and Student Affairs
(254) 519-5447

Faculty Development Leave Submission Proposal Cover Page

Name:

Position and Rank:

College and Department:

Phone:

Email:

Length of Full-Time Employment at A&M Central Texas: _____

Date of Last Faculty Development Leave (if applicable): _____

Period for which leave is requested:

Fall Semester Only

Spring Semester Only

Fall and Spring Semester

Statement of Commitment:

I agree to continue employment with Texas A&M University-Central Texas for a minimum of one year after completion of the Faculty Development Leave. I will reimburse Texas A&M University-Central Texas for all salary and benefits received during the developmental leave term if this obligation is not met. Exceptions to this obligation include death, disability attested to by a medical doctor, or termination of employment by the university. I will submit a Faculty Development Leave Completion Report to the College Dean within one month of returning from Faculty Development Leave.

Faculty Signature: _____ Date: _____

College Dean Recommendation: Approved/Disapproved (circle one)

College Dean Signature: _____ Date: _____

University Faculty Development Committee Recommendation: Approved/Disapproved (circle one)

Committee Chair's Signature: _____ Date: _____

Provost Recommendation: Approved/Disapproved (circle one)

Provost's Signature: _____ Date: _____