University Standard Administrative Procedure

12.99.01.M1.01—Faculty Development Leave

1. GENERAL
Texas A&M University offers a Faculty Development Leave Program (defined by the Texas Education Code Sections 51.101-51.108) to give faculty the opportunity for study, research, writing, field observations, or other suitable purposes.

2. ELIGIBILITY
There are several points of eligibility that must be met in order for a faculty member to receive a development leave:

2.1 At the time leave is to begin, the faculty member must have a minimum of five consecutive years in a tenured or tenure-track, full-time faculty position in the Texas A&M University System.
2.2 At the time leave is to begin, the faculty member must be tenured. Tenure need not be held at the time of application. (If a faculty member applies for development leave in anticipation of receiving tenure by the time leave is to begin, but tenure is not granted by that time, he or she will be ineligible for leave even if the application was conditionally approved.)
2.3 The faculty member must sign a statement on the application form stating that they will resume full-time faculty status at Texas A&M University for at least one academic year, at the conclusion of the leave period.
2.4 The faculty member may not have received a faculty development leave in the five year period immediately preceding the requested start-date for the leave.

3. APPLICATION PROCESS

3.1 The call for applications for Faculty Development Leave is initiated by the Office of the Dean of Faculties in the fall semester of each academic year.
3.2 All faculty members wishing to apply for faculty development leave must fill out the application form found on the Office of the Dean of Faculties & Associate Provost’s Website, and follow the instructions also found on that site. Applications and supplementary materials must be turned into the faculty member’s department on a date specified by the department.
3.3 Departments will forward application packets to their college on a date specified by the college.
3.4 Colleges will forward application packets to the Office of the Dean of Faculties by the date specified, and in a format specified by the Office of the Dean of Faculties in the application materials.
3.5 The Faculty Development Leave Committee will review applications individually and rate them as Recommended, Marginal, or Not-Recommended. They will then meet as a committee to decide which applications will be recommended to the Dean of Faculties for approval.
3.6 Applications that are recommended by the committee will be forwarded to the Provost, through the Dean of Faculties, for approval.
3.7 The Board of Regents will have final approval of all faculty development leave requests.
3.8 Requests for leave outside of the normal application sequence can be initiated by the Provost through the Dean of Faculties. These applications will still be reviewed and rated by the faculty development leave committee for determination of the appropriateness of the reason for the leave.

4. LIMITATION ON DEVELOPMENT LEAVES

In an academic year, the number of faculty development leaves funded from all University sources normally may not exceed 6 percent of the total number of full-time faculty members within a college or the library. The Office of the Dean of Faculties computes these percentages and reports them to the President of the University.

5. FUNDING OF DEVELOPMENT LEAVES

5.1 Faculty development leaves will be funded at full pay for one semester or at one-half pay for two semesters.
5.2 It is expected that faculty development leaves will be funded from college or library sources. Supplemental funding from the Office of the Provost (the Dean of Faculties) will be allocated to designated colleges and the library. Factors considered in the allocation of supplemental funding will include college faculty workloads, unfilled faculty positions, and overall academic budgets.
5.3 Faculty members on development leaves may accept grants for study, research, or travel, but may accept employment from other institutions or sources only under certain conditions.
5.4 Faculty members may combine a one-semester study leave at full pay with a one-semester employed position for the other semester of the academic year in which the study leave is taken, or they may combine a two-semester study leave at half pay with half-time employment. In general, this may be done only so long as the combined sources (study leave and employment) do not exceed 100% of the faculty member’s salary.
5.5 Any arrangement which leads to total pay in excess of 100% of the faculty member’s salary (excluding reimbursed housing or transportation expenses) requires Board of Regents approval.

6. SUBMITTING A LEAVE REPORT

6.1 Each leave recipient will submit a report to the college dean or director of the library by the conclusion of the first spring or fall semester after returning from leave. This report (not to exceed three pages) should explain activities undertaken while on leave and the perceived benefits to both the faculty member and the institution.
6.2 A copy of the report will be forwarded to the Office of the Dean of Faculties and Associate Provost.
7. FACULTY DEVELOPMENT LEAVE COMMITTEE

7.1 The Faculty Development Leave Committee is a committee elected by the faculty. It consists of one faculty member elected by each of the colleges, schools, branch campuses, and one from the University Libraries. These individuals are selected during the spring semester of each year as part of the Faculty Senate Elections process. They serve three-year terms that are arranged on a rotating basis so that three to five of the thirteen members are replaced each year. Terms of the new Faculty Development Leave Committee begin September 1 each year. A Vice-Chair and Secretary are elected at the first meeting. The Dean of Faculties serves as Ex-Officio Chair of the committee, however the Vice-Chair will oversee the business of the committee, including conducting the meetings and overseeing the application evaluation process.