12.99.01.L1.01 Faculty Development Leave

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Standard Administrative Procedure Statement

The purpose of this SAP is to establish procedures for developing and implementing a faculty developmental leave program.

System Policy 12.99.01 and Chapter 51, Subchapter C, of the Education Code provide for the establishment of faculty development leave programs at state-supported colleges and universities.

Definitions

For purposes of this SAP, the definition of faculty development leave (FDL) is that provided in System Policy 12.99.01, which will be referenced and used.

Procedures and Responsibilities

1. FACULTY DEVELOPMENT LEAVE PROGRAM

   1.1. Texas A&M International University provides for faculty developmental leave in an effort to engage in study, research, writing, and similar projects. The aim is to improve higher education by providing opportunities for professional growth, thereby increasing the value of the recipient’s sustained contribution to the institution. Thus, faculty development leaves are part of a plan of compensation for faculty.

   1.2. This program is restricted to those departments or academic units that are able to release a faculty member without affecting their academic functions and without hiring a replacement, unless funds are available.
1.3. In keeping with Title 3, Chapter 51, Section 51.105 of the Texas Education Code, FDL will be at full salary for one long semester or half salary for the academic year from the funds appropriated by the legislature specifically for that purpose, or from such other funds as might be available to the institution.

1.4. Faculty members on FDL may accept a grant for study, research, or travel from any institution of higher education or governmental agency. A faculty member on faculty development leave may not accept employment from any other person, corporation, or government, unless the TAMUS Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

2. ELIGIBILITY

2. FDL may be granted to tenured assistant, associate, or full professors or faculty of equivalent rank employed by the university on a full-time basis for at least six consecutive years. Not eligible for Faculty Development Leave are persons:

- who are on tenure-track.
- known to be in the terminal year of their employment at TAMIU.
- who have received Faculty Development Leave within the last six years.

3. NUMBER OF LEAVES

3.1. The number of leaves will be determined by the number and quality of the proposals.

4. APPLICATION PROCEDURES

4.1. The individual faculty member is required to complete an application to the FDL Program (available at http://www.tamiu.edu/provost/forms/FacDevLeaveApplicationForm2010.pdf) according to the guidelines listed below. The faculty member then submits the application to the Department Chair and the college dean, respectively, for evaluation and recommendation.

OR

4.2. The Department Chair or Dean may take the initiative and identify a faculty member who (1) could achieve substantial professional gains from a developmental leave; or (2) through a FDL help the department move in new strategically important directions by bringing new skills and expertise to the table. This type of application results from a conversation involving the faculty member, the department chair, and the Dean.
4.3. Qualities of Meritorious Proposals

4.3.1. Successful proposals show clearly how the proposed leave will have a positive impact on the faculty member’s professional growth and renewal and the potential impact on the program, department, college, and university.

4.3.2. The impact should relate to the mission of the University, the unit and/or its strategic plan.

4.3.3. Faculty members are encouraged to work with their department chair and/or Dean to develop their proposal.

4.3.4. The expected outcomes of the leave should be clearly enumerated and a logical and relevant assessment plan must be included that measures the immediate and longer term (one year) impact of the FDL.

5. PROCESS FOR PROPOSAL SUBMISSION

5.1. Proposals should be submitted using the TAMIU Faculty Development Leave Application Form, be no longer than three pages, and include a copy of the individual’s curriculum vita.

5.2. The proposal should contain the following information:

- A statement of purpose, nature, and objectives of the professional leave project
- A description of the importance of the work to TAMIU’s mission
- A description of the methodology to be used to research significant problems and issues, do creative or descriptive work, or develop innovations in teaching and learning
- A statement of the results anticipated from the professional leave and the benefits to the faculty member professionally, to TAMIU, and to the students at TAMIU.
- An indication of why professional leave is necessary for the conduct of the project (i.e., how the project is not within the normal scope of scholarly, teaching, or service activities routinely expected of faculty members).
- A short curriculum vita (no more than three pages) that includes dates of TAMIU employment.
- If the leave project will include cooperation with another institution, agency, or organization, provide a letter of intent or other appropriate documentation from the other entity.

5.3. General guidelines and criteria to consider when developing and evaluating FDL proposals:

- The intellectual, artistic, scholarly, or other merit of the proposal;
The credentials of the applicant and record of service to the department or program, college, or university;

- The prospective value of the leave to the individual and the department or college as judged by the Department Chair and Dean.
- The prospective value of the leave to the university as judged by the Provost and the President;
- The probability of extramural funding for the proposal;
- The availability of resources.

5.4. Proposals should have the support of the Department Chair. The recommendation will include an appraisal of the project’s benefits to the faculty member and TAMIU and an assessment of the effect the faculty member’s absence, if approved, would have on academic programs. This report must also explain how the faculty member’s classes will be covered (including an estimate of costs). The department chair will forward the application package to the Dean for consideration.

5.5. The Dean writes recommendations for each proposal and forwards them to the Provost. The Dean’s recommendations should indicate how the college will financially support the FDL, whether or not the leave creates undue hardship for other faculty members or unduly limits course offerings; and explain how the unit plans to cover the faculty member’s responsibilities and duties.

5.6. The Provost will forward the proposals to the Faculty Development Leave Committee (FDLC) for review and evaluation.

5.7. The Faculty Development Leave Committee (FDLC) shall be chaired by the current President of the Faculty Senate and shall consist of one tenured faculty member from each college and/or free standing academic unit, with the exception of the College of Arts and Sciences, which shall have two representatives.

5.8. The criteria used by the FDLC to make its selection recommendations to the Provost are cited in Chapter 51, Section 51.102 of the Texas Education Code:

“On the application of a faculty member, the governing board of an institution of higher education may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purpose, to a faculty member if the board determines that the faculty member is eligible by reason of service, that the purpose for which a faculty development leave is sought is one for which a faculty development leave may be granted, and that granting the leave will not place on faculty development leave a greater number of faculty members than that authorized.”
5.9. The FDLC reserves the right to interview applicants when needed for clarification in evaluating and ranking applications.

5.10. Within one month of receiving the applications, the FDLC will return its recommendation(s) to the Provost. The review of each application will include written comments and feedback appropriate to share with the applicant indicating strengths, areas to improve, and reasons for supporting one of the following ratings:

1 - exemplary proposal; recommend approval
2 - sound activity, but proposal needs to be strengthened; recommend the applicant rewrite and resubmit next year
3 - proposal has significant weaknesses; do not recommend approval.

5.11. The FDLC will submit its recommendations to the Provost for consideration. The Provost will review and either endorse the Committee’s recommendations or provide independent recommendations and forward all of them to the President.

5.12. The President will provide a recommendation to the chancellor who will make a recommendation to the board for approval prior to the effective date of leave.

6. REPORTING RESULTS AND ASSESSMENT

6.1. An evidence-based self-assessment report on the impact of the leave is due to the department chair within three months of the conclusion of the FDL. The report needs to include an assessment of the degree to which the leave objectives were met, a description of the leave activities undertaken, an explanation of these activities advanced TAMU’s mission, and the results of the leave.

6.2. The report is then forwarded to the Dean and the Provost for review.

6.3. Since the leave is to contribute significantly to the mission or strategic plan of the department, college, and university, the faculty member may be asked to present the outcomes of the FDL publicly in an appropriate venue, e.g., a department or college faculty meeting or workshop/presentation to faculty.

6.4. A copy of the written report and the agenda for the college discussions will be submitted to the FDLC, who will report their work to the Faculty Senate at the September meeting of the Faculty Senate.

6.5. The reports will be used by the Provost to evaluate the effectiveness of the FDL program; the reports may be used by department chairs and deans as part of the annual merit review process; and the reports will be used by the FDLC in
evaluating the faculty member’s future applications for professional development leave.

6.6. Faculty Development Leaves are not deferred compensation, nor should they be anticipated simply on the basis of the faculty member’s longevity at the university. Granting professional development leave is designed to strengthen TAMIU’s academic programs by affording faculty members an opportunity for growth, renewal, and development that benefits the individual, the department, the college, and ultimately the university.

7. LEAVE PERIOD AND COMPENSATION

7.1. Faculty Development Leaves may be for either one semester at full salary or a full academic year at 50 percent salary.

7.2. Applicants should contact the Department of Human Resources in advance of their application to learn about health insurance and benefits implications associated with the leave, especially half-time appointments. The time period of the leave is flexible.

8. GRANTS AND EMPLOYMENT

8.1. A faculty member on FDL may accept a grant or stipend for study, research, or travel from any institution or higher education or from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any state, federal, or local government.

8.2. Other employment must have prior approval of the Provost and the President.

9. EXPECTATION OF FUTURE SERVICE

9.1. Faculty Development Leave shall be awarded with the provision that the recipient will sign a legal agreement to serve at TAMIU for at least one academic year after completion of the leave. This service requirement shall be regarded as fulfilled if the recipient remains in the employ of the university for the twelve months immediately following the end of the leave period, without regard to other leaves or other lawful interruptions of service that may occur during that twelve-month period.

9.2. Recipients who do not remain at the university for one calendar year following the termination of their leave are required to pay the university the full amount of cash and travel benefits received from the university under the terms of their leave.
9.3. In the case of special circumstances, the President, upon the recommendation of the Provost, may waive the one-year requirement.

10. FUNDING

10.1. It is not required that faculty members obtain matching funds to be eligible for development leave; however, faculty members who are granted development leave are encouraged to seek additional funding from authorized and appropriate external sources. Applicants must follow guidelines established by the Office of Grant Resources when seeking additional funding.

10.2. The University will supplement the faculty member’s grant or salary paid by the entity sponsoring the development program so that the University compensation will equal half the faculty member’s regular salary for one academic year or his or her regular salary for half an academic year, subject to availability of funds.

10.3. In order for the faculty member to remain eligible for state-paid benefits, the department must submit a Memorandum of Employment covering the absence period and attach a copy of the approval of the faculty member’s development leave request to the Office of Human Resources.

11. FACULTY DEVELOPMENT LEAVE LIMITS

In accordance with Title 3, Chapter 51, Section 51.106, not more than six percent of the faculty members of the university may be on faculty development leave at any one time. Additionally, the actual leaves awarded are dependent upon the availability of funds, as well as the extent to which proposed leave requires funding.

Related Statutes, Policies, Regulations, Rules or Requirements

Appendix

Contact Office

Provost and Vice President for Academic Affairs