TEXAS A&M **INTERNATIONAL** UNIVERSITY

Standard Administrative Procedure (SAP)

12.99.01.L0.01 Faculty Development Leave

First Approved: February 5, 2014
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Procedure Statement and Reason for Procedure

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

The purpose of this SAP is to establish procedures for developing and implementing a faculty developmental leave (FDL) program at Texas A&M International University (TAMIU).

Procedures and Responsibilities

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1. **FACULTY DEVELOPMENT LEAVE (FDL) PROGRAM**

1.1 TAMIU provides FDL in an effort to extend faculty the opportunity to engage in study, research, writing, and similar projects requiring extensive periods of focused, intense reflection, and work. The aim is to improve higher education by providing opportunities for professional growth, thereby increasing the value of the recipient's sustained contribution to TAMIU. Thus, FDL is part of a plan of compensation for faculty. FDL is not deferred compensation, nor should it be anticipated simply on the basis of the faculty member's longevity at TAMIU. Granting FDL 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, TAMIU.

1.2 The FDL 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 at 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 TAMIU. Administrators holding faculty rank who return to a faculty appointment after a minimum of four years of administrative service (e.g., at the level of dean or above excluding associate deans) may be eligible for up to one year of leave at full salary at the recommendation of the Provost and approval of the President.

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

1.5 Any international activities undertaken by a faculty member on FDL are subject to the reporting and approval requirements of System Regulation 31.05.01, Faculty Consulting and/or External Professional Employment. If the international activities involve a country of concern, as promulgated by the system Research Security Office (RSO), the RSO must be consulted as part of the approval process.

2. ELIGIBILITY

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

a) who are fixed-term professional faculty;
b) who are on tenure-track;
c) who are known to be in the terminal year of their employment at TAMIU; or
d) who have received FDL within the last six years.

3. NUMBER OF FDLs

3.1 The number of FDLs approved for all or a portion of an academic year will be determined by the number and quality of the proposals.

4. APPLICATION PROCEDURES

4.1 An interested faculty member is required to complete an application for FDL.

OR

4.2 The department chair or college dean may take the initiative and identify a faculty member who (1) could achieve substantial professional gains from an FDL or (2) through an FDL, help the department move in new strategically important directions by bringing

new skills and expertise to the department. This type of application results from a conversation involving the faculty member, the department chair, and the college dean.

4.3 Qualities of Meritorious Proposals

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

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

4.3.3 The expected outcomes of the FDL 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 appropriate form found on the Office of the Provost webpage.

5.2 The timeline for submission is as follows:

- February 1 – Faculty are informed of FDL call for proposals
- March 1 – Cases are built in the electronic dossier portal
- May 1 – Cases are due in electronic dossier portal
- August 1 – Chair review due
- September 1 – College Dean review due
- October 1 – FDL Committee review due
- November 1 – Provost review due/submission to TAMU BOR

5.3 The proposal should contain the following information:

a) a statement of the purpose, nature, and objectives of the FDL project;
b) a description of the importance of the work to TAMIU's mission;
c) 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;
d) a statement of the results anticipated from the FDL and the benefits to the faculty member professionally, to TAMIU, and to the students at TAMIU;
e) an indication of why FDL 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);
f) a short curriculum vita (no more than three pages) that includes dates of TAMIU employment; and
g) a letter of intent or other appropriate documentation from another entity if the FDL project will include cooperation from another institution, agency, or organization.

5.4 General guidelines and criteria to consider when developing and evaluating an FDL proposal:

a) the intellectual, artistic, scholarly, or other merits of the proposal;

b) the credentials of the applicant and record of service to the department or program, college, or TAMIU;
c) the prospective value of the FDL to the individual and the department or college as judged by the department chair and college dean;
d) the prospective value of the FDL to TAMIU as judged by the Provost and the President;
e) the probability of extramural funding for the research being proposed; and
f) the availability of resources.

5.5 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 members' classes will be covered (including an estimate of costs). The department chair will forward the application package to the college dean for consideration.

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

5.7 The Provost will forward the proposals to the FDL Committee (FDLC) for review and evaluation.

5.8 The FDLC shall be chaired by the current presiding officer of the Faculty Advisory Council and will consist of one tenured faculty member from each college/school and the library, with the exception of the College of Arts and Sciences, which shall have two representatives. The Provost or designee will convene the committee but is not a voting member.

5.9 The criteria used by the FDLC to make its recommendation(s) to the Provost are cited in Chapter 51, Section 51.103 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."

5.10 The FDLC reserves the right to interview applicants when needed for clarification in evaluating and ranking applications.

5.11 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

5.12 The FDLC will submit its recommendation(s) to the Provost for consideration. The Provost will review and either endorse the recommendation(s) or provide independent recommendation(s) and forward all of them to the President.

5.13 The President will provide recommendation(s) to the Chancellor who will make recommendation(s) to the Board of Regents for approval prior to the effective date of the FDL.

6. REPORTING RESULTS AND ASSESSMENT

6.1 An evidence-based self-assessment report on the impact of the FDL 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 FDL objectives were met, a description of the FDL activities undertaken, an explanation of how these activities advanced TAMIU's mission, and the results of the FDL.

6.2 The report is then forwarded by the department chair to the college dean and the Provost for review within two weeks of receiving the report from the faculty member.

6.3 Since the FDL is to contribute significantly to the mission or strategic plan of the department, college, and TAMIU, 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 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 college deans as part of the annual merit review process.

7. LEAVE PERIOD AND COMPENSATION

7.1 FDL may be at full salary for one long semester or at half salary for the academic year.

7.2 Applicants should contact the Office of Human Resources in advance of their application to learn about health insurance and benefits implications associated with the FDL, especially half-time appointments.

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, the President, and the Board of Regents.

9. EXPECTATION OF FUTURE SERVICE

9.1 FDL shall be awarded with the provision that the recipient will sign a legal agreement to serve at TAMIU for at least one calendar year after completion of the FDL. This service requirement shall be regarded as fulfilled if the recipient remains in the employment of TAMIU for the twelve months immediately following the end of the FDL 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 TAMIU for one calendar year following the end of their FDL are required to pay TAMIU the full amount of cash and travel benefits received from TAMIU under the terms of their FDL.

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 FDL; however, faculty members who are granted FDL are encouraged to seek additional funding from authorized and appropriate external sources. Applicants must follow guidelines established by the Office of Research and Sponsored Projects when seeking additional funding.

10.2 TAMIU will supplement the faculty member's grant or salary paid by the entity sponsoring the development program so that TAMIU compensation will equal half the faculty member's regular salary for one academic year or his/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 FDL request to the Office of Human Resources.

11. LIMITS

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

Related Statutes, Policies, Regulations, or Rules

System Policy *12.99.01, Faculty Development Leave*
System Policy *31.05.01 Faculty Consulting and/or External Professional Employment*
Tex. Educ. Code 51, Subchapter C, Faculty Development Leaves of Absence

Contact Office

Office of the Provost and Vice President for Academic Affairs, 956-326-2240