

# The Texas A&M International University

## Faculty Development Leave Program

### GUIDELINES AND PROCEDURES

**Purpose.** Faculty Development Leave (FDL) is an investment by the University in the Faculty, with the expectation that the leave will enhance the faculty member's capability to contribute to the department, program, College or University's mission and strategic plan. The FDL provides a faculty member with opportunities for continued professional growth, reinvigorated intellectual achievement, development of new skills, expertise, and perspectives that will not only benefit the individual but also the department and college. The activities conducted during a FDL should benefit the faculty member professionally *and* improve the functioning of the department or college and as a result, the University.

**Eligibility.** Faculty Development Leave 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 academic years. Not eligible for Faculty Development Leave are persons:

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

**Number of Leaves.** The number of leaves to be granted will depend on resources available and the quality of the proposals.

#### Application Procedures

1. The individual faculty member takes the initiative and completes an application to the program according to the guidelines listed below. The faculty member presents the application to the department chair, and the college dean respectively for evaluation and approval.
- or**
2. The Department Chair or Deans may take the initiative and identify a faculty member who 1) could achieve substantial professional gains from a development leave; or 2) through a focused FDL help the department/program move in new strategically important directions by bringing new skills and expertise to the table. This type of application results from a conversation between the faculty member, the chair, and the Dean.

Regardless of the manner in which the application for FDL originates, the work by the faculty member during the FDL needs to have clear benefits for the individual, the department or program, the college, and the university.

**Meritorious Proposals.** Successful proposals should show clearly how the proposed leave will have a positive impact on the faculty member's personal growth and renewal and on the department, program, college, and university. The discussion of the impact should relate to the mission of the unit and/or its strategic plan. Faculty members are encouraged to work with their

chair and/or Dean to develop their proposal. The proposal should clearly link their personal growth to the growth of the department, college, and university. The expected outcomes should be clearly enumerated and a logical and relevant assessment plan should be included that measures the immediate and longer term (one year) impact of the FDL.

**Process of Proposal Submission.** 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 vitae. Proposals should have the support of the Department Chair and the Dean. The Dean writes recommendations for each proposal and forwards them to the Provost. The recommendations should indicate how the college will financially support the faculty development leave; 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. The Provost will forward the proposals to the Faculty Development Leave committee for review and evaluation. The committee will submit their recommendations to the Provost who will forward them to the President along with his/her recommendations.

**Reporting Results and Assessment.** 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 is then forwarded to the Dean and the Provost. 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 such as, a department or college faculty meeting or workshop/presentation to faculty.

**General Guidelines and Criteria.** The following criteria should be considered when developing and evaluating 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 President;
- The probability of extramural funding for the proposal;
- The availability of resources.

Faculty Development Leaves are not deferred compensation, nor should they to be anticipated simply on the basis of longevity at the university. Granting professional development leave is 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.

**Leave Period and Compensation:** Faculty Development Leaves may be for either one semester at full salary or a full academic year at 50 percent salary. Applicants should contact 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.

**Grants and Employment:** A faculty member on Faculty Development Leave may accept a grant or stipend for study, research or travel from any institution of higher education or from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government. Other employment must have the prior approval of the Provost and President.

**Summary Report.** A summary report of the activities undertaken during the leave period must be submitted to the Department Chair within three months after completion of the leave. The report should describe the activities and results of the leave, with specific attention to how the leave enhanced the faculty member's ability to contribute to the mission of the University.

**Expectation of Future Service:** Faculty Development Leave shall be awarded with the provision that the recipient will be expected to continue in service at the university 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. Recipients who do not remain at the university for one calendar year following the termination of their leave are required to repay the university the full amount of cash and travel benefits received from the university under the terms of their leave. In the case of special circumstances, the President, upon the recommendation of the Provost may waive the one-year requirement.

**Texas A & M International University  
Faculty Development Leave  
Application Form & Process**

**Name:**

**Date:**

**College/School:**

**Department:**

**Timeframe for Leave Requested:**

- One half academic year (one semester) at full salary or
- One full academic year (two semesters) at half salary.

**Years of full-time service at TAMIU, (including the present academic year) and year tenured:**

**Narrative** (not to exceed 3 pages) providing the following information:

1. A statement of the purpose, nature, and objectives of the professional leave project.
2. A description of the importance of the work to TAMIU's mission.
3. A description of the methodology you will use to research significant problems and issues, do creative or descriptive work, or develop innovations in teaching and learning.
4. A statement of the results anticipated from the professional leave and the benefits to you professionally, to TAMIU, and to our students.
5. An indication of why professional leave is necessary for the conduct of the project (How the project is not within the normal scope of scholarly, teaching, or service activities routinely expected of faculty members.).
6. A short curriculum vitae (no more than three pages) that includes dates of TAMIU employment.
7. 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.

**Process**

1. Submit the completed Faculty Development Leave Application Form and required attachment(s) to your department chair.
2. The department chair will review it and provide a supporting memo that includes: 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. The department chair will forward the application package to the dean.
3. The dean will review the application and chair's recommendation. The dean will append a support memo and forward the package to the Provost.

4. The Provost will provide all applications received to Faculty Development Leave Committee. The FDLC will review applications using the criteria developed by the FDLC under Faculty Handbook 2.27.2e.
5. Within two months of receiving the Applications, the Committee will return a recommendation to the Provost. Each application will be returned with written comments and feedback appropriate to share with the applicant indicating strengths, areas to improve, and reasons supporting one of the following numerical ratings: 1 -- exemplary proposal, recommend approval; 2 – sound activity but proposal needs to be strengthened, recommend the applicant rewrite and resubmit next year; or 3 – proposal has significant weakness, do not recommend approval.
6. The Provost will review and either endorses the Committee’s recommendations or provides an independent recommendation and forward all to the President.
7. The President will provide final review and approvals.

### **Reporting Requirement**

Within three months of returning from leave, the faculty member will submit to the Provost through the department chair and dean a professional development leave report that includes the degree to which the leave objectives were met, leave activities and how they advanced TAMIU’s mission, and results of the leave.

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