

MEMORANDUM

TO: Academic Deans

FROM: Kimberly Andrews Espy, Ph.D.
Provost and Vice President for Academic Affairs

RE: Faculty Development Leave Program

DATE: October 10, 2018



I am pleased to announce the Faculty Development Leave Program for the 2019-2020 academic year. We will continue to use the process set forth in the *Handbook of Operating Procedures* §2.25 that delegates the selection process to the colleges for awarding faculty development leaves. Please follow the attached HOP policy and the guidelines as to deadlines for submission of applications and announcement of awards.

Process for selection includes:

- Each dean will appoint a College Faculty Development Leave Committee representative of the college's departments; the committee shall elect its own chair;
- Applicants will provide copies of their proposals electronically to their department chair, who will transmit them to the chair of the College Faculty Development Leave Committee;
- The committee may use a point system to review all applications, but the evaluation process must also include a qualitative component in the evaluation of each applicant's proposal;
- The committee chair will forward the committee's recommendations to the dean, who will have final authority to grant the leaves;
- The dean will forward the results of each year's award process to the senior vice provost for academic and faculty support.

The number of development leaves each college may grant will be limited to up to 6% of the total number of tenure track and tenured faculty in each college as of September 1 of each year. The 6% figure is a maximum, not a mandate. Deans, in consultation with their department chairs, will determine the actual number of leaves that may be awarded in any given year based on an analysis of the resources (course releases and NTT budget) the college will have each year to support such awards.

cc: Jesse T. Zapata

GUIDELINES FOR FACULTY DEVELOPMENT LEAVES

DEFINITION

A Faculty Development Leave is a University-sanctioned and compensated absence from usual institutional responsibilities designed to enable a faculty member to engage in study, basic, applied or translational research, curriculum development, commercialization/innovation activities such as establishing a startup, writing and similar projects for the purpose of adding to the knowledge available to the faculty member, the university community and society generally. Applications for leaves may fall into either of two categories: research related or training/career enhancement/teaching related proposals.

Guidelines for Applications

Faculty may apply for a development leave for one academic semester at full pay (i.e. fall 2019 or spring 2020) or two semesters at half pay, (i.e. fall 2019 and spring 2020).

Faculty members who are awarded a leave for one semester at full pay are excused from their usual institutional responsibilities during that semester. Faculty members who are awarded a leave for two semesters at half pay are excused from half of their usual institutional responsibilities for each semester. The faculty member and department chair/dean will make the necessary arrangements to redistribute responsibilities for the assigned period. Faculty members who apply for leaves are encouraged to give careful consideration to ongoing responsibilities that will have to be reassigned during the given semester(s).

1. Submit an electronic version of your proposal and a current dated vita to your department chair by January 15, 2019, who will transmit them to the chair of the College Faculty Development Leaves Award Committee by February 1, 2019.
2. The College Faculty Development Leaves Award Committee will evaluate the applications on the basis of their intellectual merit, and will make recommendations for development leaves to the dean by February 19, 2019.
3. The dean will review the recommendations for development leaves and, after consultation with the department chair(s) of the faculty member(s) submitting the proposal(s), give final approval. Notice of awards will be sent by the dean with a copy of the award letter to the Provost and Vice President for Academic Affairs on or about February 28, 2019.

ELIGIBILITY

Faculty development leaves will be available on a competitive basis to all tenure-track and tenured faculty who have **served a minimum of two years** at the university.

RESTRICTIONS

1. Faculty members who receive a development leave must agree to return to the university for a minimum of one-year following their leave.
2. A faculty member who has received a development leave will be eligible to compete for another leave after an interval of three years from the date of his/her prior leave.
3. A faculty member who has received a Faculty Research Award/Grant for the period from June 1, 2019 to May 31, 2020, is not eligible for a Faculty Development Leave.
4. A faculty member on faculty development leave may **not** accept employment from any other person, corporation, or government, unless the U.T. System Board of Regents determines that it would be in the public interest to do so and expressly approves the appointment.

REPORT

Faculty who receive a Development Leave are required to submit a brief (3-5 pages) report of their activities while on leave to the Dean's office through the Department Chair. ***These reports are due within one month following the conclusion of a leave.***