

Texas A&M University-San Antonio

12.99.01.O0.01 Faculty Development Leave

Approved: November, 2012

Reviewed: January, 2015

Next Scheduled Review: January, 2020

Procedure Statement

Faculty Development Leave for research, writing, scholarship, and professional development is a method used to promote faculty development. In 1967, the Texas legislature recognized the importance of faculty development leave, adopted legislation, and set forth guidelines for the awarding of development leaves. The Texas legislature suggests these faculty leave programs be designed to assist teaching and other academic professionals to develop and pursue worthy academic study, research, writing, field observation or other suitable purposes that require significant time and the absence of distractions. Faculty Development Leaves are subject to the laws of the State of Texas and to the Policies and Regulations of the Texas A&M University System (System).

Reason for Procedure

This Procedure is required by System Regulation [12.99.01 Faculty Development Leave](#). The continuing professional growth of the faculty is essential for the intellectual vitality of a university. Therefore, to assist faculty members in improving performance, the faculty development program will operate according to the guidelines in this Procedure.

Official Procedure

1. GENERAL

- 1.1 For the purposes of this Procedure, “faculty member” means a person who is tenured and employed on a full-time basis as a member of the faculty and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.
- 1.2 A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has attained tenure and has served as a member of the faculty at Texas A&M University-San Antonio for at least six consecutive academic years. This service may be at any academic rank and must be full-time academic duty, but need not include teaching. The President or Provost may make exceptions to these

eligibility requirements. A faculty development leave may be granted for study, research, writing, scholarly and creative activities, field observations, or other suitable purposes that accrues benefit to the University and the faculty member's professional development. Faculty members are eligible to receive faculty development leave no more than once every seven years.

1.3 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.

1.4 A faculty development leave may be granted for one academic year at one-half a faculty member's regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.

2. PROCEDURE FOR APPLYING FOR A FACULTY DEVELOPMENT LEAVE

2.1 A faculty member applies for a faculty development leave of absence by submitting a written request for development leave to his or her department chair. The application will outline the developmental plan, indicating the purpose of the leave (from paragraph 1.2 above), the benefit accrued to the University, the period of time involved, the expected scholarly outcomes of the leave, anticipated venues for scholarly products resulting from the development leave, and how the development leave will be assessed. For development leaves involving formal involvement with other institutions, the applicant will submit documentation indicating the other institution's concurrence, *e.g.*, an acceptance notice for additional graduate study or an invitation to teach or lecture, etc. Additionally, the applicant should include a curriculum vita for the use of other reviewers. Applications should be filed with the department chair no later than September 15 of the year preceding the year in which the development leave would occur. The department chair is then responsible for initiating the following steps in a timely manner:

2.1.1 The department chair, with advice from departmental faculty, forwards the application(s), his or her recommendation, and the recommendations of the members of the department, to the school head. The department chair will indicate how the faculty member's classes will be covered. If multiple applications are received within the same department, the department chair will rank-order the applications in terms of priority for funding. The department chair will forward their recommendation to the School Head.

2.1.2 The School Head forwards his/her recommendation, along with the application material, for review by the Provost. If multiple applications are in competition for limited University faculty development funds, the Provost will form a faculty committee to review the applications/proposals. The University committee will consist of one representative from each academic school from which proposals

were received. Representatives will be elected by each of the respective schools. The Provost and Vice President for Academic Affairs will convene the committee, which will elect a chair from among its membership. Recommendations and rankings from this committee will be forwarded to the Provost and Vice President for Academic Affairs, who forwards the committee's recommendation along with his or her own recommendation to the President. All steps in the review process must be completed by November 1 of each year in order for the President to be able to forward any recommendations to the Chancellor by the agenda deadline prior to the January Board of Regents meeting.

2.1.3 The President forwards the applications with his or her recommendation to the Chancellor. Recommendation of the Chancellor to the Board of Regents for approval is needed prior to the effective date of leave.

3. ACCEPTANCE OF GRANTS WHILE ON FACULTY DEVELOPMENT LEAVE

3.1 A faculty member on a faculty development leave may accept a grant for study, research, or travel from any institution of higher education, from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency, if acceptance does not violate any System Policy. An accounting of all grants shall be made through normal channels to the Board of Regents. A faculty member on a faculty development leave may not accept employment from any other person, corporation, or government unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

3.2 Not more than two of the tenure/tenure track faculty members at Texas A&M University-San Antonio may be on faculty development leave at any one time. Approvals for faculty development leaves are always contingent upon the availability of sufficient funds and the ability of a department to staff its courses.

4. RETURN FROM FACULTY DEVELOPMENT LEAVE

4.1 Upon return to campus, the faculty member shall file a report and provide an oral presentation of this report in an open university forum (as determined by the School Head) with his or her School Head describing activities and accomplishments completed during the leave period, current status of scholarly products resulting from the leave, and the assessment of the outcomes. This report should be completed within 90 days of the completion of the developmental leave. In addition, the faculty member must agree to return to the University for at least two years of full-time service upon conclusion of the leave.

5. DISCRETIONARY RAISES WHILE ON FACULTY DEVELOPMENT LEAVE

- 5.1 A faculty member on a faculty development leave for professional growth and/or activities will be awarded, at the completion of that leave, the average discretionary raise given to all other faculty.
- 5.2 A member of the faculty on faculty development leave retains the right of participation in the programs and benefits made available to faculty members by or through the Texas A&M University System or the State of Texas.

Related Statutes, Policies, or Requirements

System Regulation [12.99.01 Faculty Leave Development Leave](#)

Contact Office

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