

## UP 12.99.01.H0.01 Faculty Development Leave

Approved: April 2013  
Revised: August 31, 2015  
Next Scheduled Review: August 2020



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### Procedure Statement

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Faculty development leave is designed to enable a faculty member to engage in study, research, writing and similar projects for the purpose of adding to the knowledge available to the faculty member, the students, academic institution, and society.

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### Reason for Procedure

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This procedure documents the application process for faculty development leave at Texas A&M University-Texarkana as provided in [Chapter 51, Subchapter C, of the Texas Education Code](#) and [Texas A&M University System \(System\) Regulation 12.99.01, Faculty Development Leave](#) and provides additional operational details.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 Faculty development leave is a paid leave of absence from normal duties for the purpose of professional development.
- 1.2 In approving faculty development leave, consideration will be given to the impact on students or academic functions and the availability of funds to cover the responsibilities of a leave recipient.
- 1.3 A leave may be granted for study, research, writing, scholarly and creative activities, field observations, and other appropriate activities.
- 1.4 Faculty development leave shall be administered in accordance with the statutory requirements implemented by [System Regulation 12.99.01, Faculty Development Leave](#).

#### 2. APPLICATION PROCESS

- 2.1 Applications for leave will be submitted to the appropriate college dean at least one semester prior to the beginning of the semester(s) of requested leave.

- 2.1.1 Applications for leave that begin in the fall semester must be received in the office of the College Dean by the first Friday in January. The College Dean will forward the application to the College Developmental Leave Committee by the second Friday in January. The College Developmental Leave Committee will submit a recommendation to the President by the second Friday in February. If approved, the recommendation will be submitted for the Texas A&M University System Board of Regents (BOR) approval at the May meeting. The faculty member will be advised of BOR's decision as soon thereafter as practicable.
- 2.1.2 Applications for leave that begin in the spring semester must be received in the Office of the College Dean by the first Friday in July. The College Dean will forward the application to the College Developmental Leave Committee by the second Friday in July. By the first Friday in August, the College Developmental Leave Committee will submit a recommendation to the President. If approved, the recommendation will be submitted for BOR approval at the November meeting. The faculty member will be advised of the BOR's decision as soon thereafter as practicable.
- 2.1.3 The College Developmental Leave Committee will be comprised of three full-time tenured faculty members elected by the full-time college faculty.
- 2.2 Applications for leave will be submitted to the appropriate college dean with the following documents included:
  - 2.2.1 A current curriculum vita including record of publications or creative works, previous research grants, and professional development activities.
  - 2.2.2 A proposal delineating a leave project consistent with college and university goals. The statement must also include:
    - a) length of the requested leave;
    - b) project purpose and objectives;
    - c) evidence of review of the project by the institutional review board to insure that adequate precautions are included;
    - d) expected scholarly outcomes of the leave;
    - e) description of the linkage of the requested leave to faculty research, teaching, service, and/or administrative assignment;
    - f) for leave involving formal arrangements with other institutions documentation of the other institution's concurrence; and
    - g) specification of how the leave would benefit the university.
  - 2.2.3 The College Dean will forward the application to the College Developmental Leave Committee who review the application and if justified forward it to the President with:
    - a) An evaluation and recommendation of the proposed project including assessments of the value of the project to the faculty member, the college, and the university;
    - b) A description of how the faculty member's responsibilities will be covered; and
    - c) A statement of assurance that the faculty member's absence will not unduly disadvantage students in the college.

2.2.4 As appropriate, the President will recommend approval to the Board of Regents.

2.2.5 Recommendation at each level will be based on the relative merits of the proposal, available resources, and college and university impact.

### 3. COMPLETION REPORT

Within three months of returning from a leave approved under this procedure, the faculty member shall submit a summary report to the College Dean that details activities and accomplishments completed during the leave period.

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### Related Statutes, Policies, or Requirements

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[Texas Education Code, Chapter 51, Subchapter C, Faculty Development Leaves of Absence System Regulation 12.99.01, Faculty Development Leave](#)

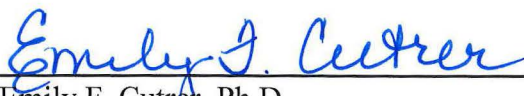
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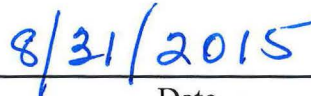
### Contact Office

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Approved:

  
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Emily F. Cutrer, Ph.D.  
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Date