

## FACULTY DEVELOPMENT LEAVE GUIDELINES

### Fall 2022-Spring 2023 (FY'23)

- Evaluation of proposals for faculty development leave (FDL) occurs at the college or library level by a committee that includes faculty representation. Dean endorsed proposals are submitted to the Office of the Provost through the Dean of Faculties for further review by the University Faculty Development Leave Committee. This committee consists of one elected faculty member from each college and the library, and the Dean of Faculties, who serves as chair. The committee makes recommendations for FDL recipients to the provost, who forwards her/his recommendations to the Board of Regents for final approval.
- Funds for faculty development leave come from college or library sources; however, supplemental funding comes from the Office of the Provost through the Dean of Faculties.
- Faculty development leave provides full pay for one semester or one-half pay for two semesters. Faculty members on development leave may accept grants for study, research or travel, but may accept employment from other institutions or sources only under certain conditions.
  - Faculty members may combine a one-semester development leave at full pay with a one-semester employed position for the other semester of the academic year in which the development leave is taken, or
  - Faculty members may combine a two-semester study leave at half pay with half-time employment.

**In general, the combined pay for the entire year should not exceed 100 percent of the salary for the faculty member.**

Any arrangement that leads to total pay in excess of 100 percent of the salary for the faculty member, excluding reimbursed housing or transportation expenses, requires Board of Regents approval.

- Colleges should conduct a review of any international activities and ensure receipt of any necessary approvals prior to endorsement of the application by the Dean.
  - [12.99.01 Faculty development leave](#):
    - 2.7 Any international activities undertaken by a faculty member on faculty development leave 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.
    - 2.8 A faculty member on faculty development leave may not accept employment from any other person, corporation or government, unless the board determines that it would be in the public interest to do so and expressly approves the employment.
- Each leave recipient **must** submit a **report** to the Office of the Dean of Faculties **by the conclusion of the first long semester after returning from leave**. This report is submitted through the DOF portal (<https://dofportal.tamu.edu>) and should explain activities undertaken while on leave, the benefits to both the faculty member and the institution, and the impacts of the leave for both the faculty member and the institution. A copy of the report will be automatically submitted to the department head and college dean.

- In any academic year, a college or the library may submit for approval the names of no more than 6 percent of their tenured faculty members. The number eligible faculty per college can be found on Table 1.

**Table 1. Number of proposals allowed per college:**

College	Allocation
Agriculture and Life Sciences	14
Architecture	3
Bush School of Government & Public Service	1
Dentistry	2
Education and Human Development	4
Engineering	20
Geosciences	3
Liberal Arts	16
Mays Business School	3
Medicine	4
Nursing	1
Pharmacy	1
School of Law	2
School of Public Health	1
Science	11
Texas A&M University at Galveston	2
University Libraries	2
Veterinary Medicine & Biomedical Sciences	5

## Faculty Development Leave Proposals:

Faculty development leave proposals must include: **(Incomplete applications or those not consistent with the guidelines will not be reviewed)**

### Abstract:

- **100 words maximum**
- In lay terms, describe the nature and purpose of the proposed development leave. The abstract is forwarded to the Board of Regents along with the university recommendation and request to approve the leave.
- Must be written in the third person
- NO ACRONYMS
- Must start with “*Dr. Smith’s leave will take place (insert location here)...*”
- Place(s) where leave will take place must be clearly defined
- Activities that will occur during the leave
- Benefits and expected impacts of the leave to:
  - Research program
  - Students/teaching
  - Department, college and/or university

*\*Note: Abstract should not contain bullet points; the outline provided above is for guidance in composition only.*

### Detailed proposal:

- **700-1200 words** describing the what, when, where and why of the proposed faculty development leave.
- Please address, to the extent possible, expected locations, with corresponding dates, and the activities planned. In addition, specifically detail the benefit of the leave and the expected impact. Detailing the impact would include benefits to your scholarship, students and teaching, and department/college strategic goals.

### Letters of support:

- Two letters of support are required and must be submitted as pdfs with the proposal
- At least one letter must be from outside Texas A&M University
- Letters must address the scope of the leave and the benefits of the leave to the individual and the field

### Letter(s) of Invitation:

- If the applicant proposes a leave activity that entails significant activity/time at an outside institution or access to an individual's lab (does not include public libraries, etc.), a letter of invitation from the institution/individual **IS REQUIRED**.
- The letter of invitation may be counted toward the two letters of support ***provided that it addresses the scope and benefit of the leave***. If a letter of invitation is not provided for those proposals that include leave at an outside institution, the leave proposal will not be approved.

### Letter from Dean (if applicable):

- If the faculty member forwarded for FDL has been at Texas A&M University for less than 5 years, the faculty member is responsible for obtaining an additional letter from the Dean that details the individual's service to Texas A&M and explains the reasons why the leave is being recommended at this time.

## Curriculum vitae:

- A *two-page* CV, PDF format, must be submitted with the proposal.

## Checklist for FDL Eligibility:

A minimum of <b>two consecutive</b> academic years of service in a tenured or tenure track full-time faculty position in The Texas A&M University System at the time leave is to begin
Tenured status at the time leave is to begin
Faculty member <b>MUST</b> discuss the proposed leave with their Department Head prior to the FDL application being initiated
No faculty development leave in the five-year period immediately preceding the requested start date for the leave. The five-year clock begins in the next academic semester after the previous leave has been completed ( <b>5 years = 10 semesters</b> ). To be eligible for Fall 2022 or Fall 2022-Spring 2023, any previous FDL must have been completed before of by the end of Spring 2016. To be eligible for Spring 2022 leave, previous leave must have been completed by the end of Fall 2016.
Commitment to resume full-time faculty status at Texas A&M University for at least two semesters following the conclusion of the leave. <b>IMPORTANT:</b> Applicants must check the appropriate box on the application to indicate their agreement with this requirement
Commitment to submit an electronic faculty development achievement report at the end of the long semester following the conclusion of the leave. <b>IMPORTANT:</b> Applicants must check the appropriate box on the application to indicate their agreement with this requirement

## Submission of Applications:

**WHERE TO APPLY:** To submit a proposal, visit the FDL portal <http://dofportal.tamu.edu>. You must logon using your NETID and password. **The portal will begin accepting submissions on May 1, 2021.**

**APPLICATION DEADLINE:** Each department and college will have specific internal submission deadlines. Please check with your department head regarding internal deadlines.

**Applications approved by the colleges must be received by the Office of the Dean of Faculties by 12:00 p.m. on October 06, 2021 (colleges and departments will set earlier deadlines). Late applications may not be submitted.**

## Evaluation Criteria:

The University Faculty Development Leave Committee will use the following criteria when evaluating faculty development leave proposals:

Purpose of leave	Is the purpose of the leave congruent and valid?
Previous leave report	Any previous leave reports are on file at the Office of the Dean of Faculties
Leave period and goals	Goals of the project are appropriate for the leave time requested
Abstract	The abstract, <b>written in lay terms</b> , concisely states location, purpose, activity, benefits and impacts of leave. Statement conveys sufficient information by itself.
Detailed Proposal	The request is clearly written in <b>lay</b> language, with important technical terms explained. The project is described in enough detail that a reviewer could, from a single reading, explain the project to another person. The description of the leave stands alone and does not need supplementary information for the reviewer to understand the project. URLs or appendices are not accepted. Statement provides details on how the leave will benefit all parties listed in the prompt and what impacts are expected. Benefits and impacts are clearly described and reasonable. This section should especially focus on effects beneficial to the University, rather than on effects beneficial to the applicant.
Letters of	At least two (2) letters of support are required and must be included with the leave

Support/Invitation	request. At least one letter must be from outside of Texas A&M. Invitation letter must be included if the leave takes place at an outside institution. Invitation letter may also serve as one of the letters of support, so long as it is evaluative of the proposal. Letters must address the scope of the leave and the benefits of the leave to the individual and the field.
Writing style (grammar, spelling, punctuation) – this is an overall assessment of all parts of the application	The leave request is written in a way that is clearly understandable and well organized. There are no, or minimal, spelling and grammatical errors.

## INSTRUCTIONS FOR DEPARTMENT HEADS:

1. Check with your dean for the college deadline and inform your faculty of the date by which they must submit their application materials to the department.
  - All faculty members must complete their application online at <http://dofportal.tamu.edu>. Once an application is submitted by a faculty member, you will be notified and asked to review and recommend or not recommend the application. Staff members are not allowed to serve as a delegate for the Department Head.

2. Review the FDL applications.

Notifications to department heads will include the name of the faculty member and the link to the FDL website (<http://dofportal.tamu.edu>). You must logon using your NETID and password. The main page will show a list of all the applications pending approval. You can click on each application to view it as an HTML or PDF file. You must check **Yes/No to the following questions:**

- This FDL application is complete and contains all required items.
- The Abstract is 100 words or less
- The Abstract is written in third person and lay terms
- The Abstract starts with “Dr. Smith’s leave will take place in...”
- The Abstract addresses the benefits and expected impacts of the leave
- The correct number of letters of support and/or invitation have been uploaded
- A letter from the Dean has been uploaded if the faculty member has been here less than five years
- CV is no longer than two pages in length
- This FDL provides for meaningful professional development for this faculty member.
- The impact communicated by this FDL proposal is in alignment with the Department, College, and University strategic needs.
- This FDL entails activities that I assess to be feasible for this faculty member.
- Costs associated with this FDL have been assessed and the responsibility for these costs has been established among the faculty member, Department Head, and College.

After answering the questions, you will have to select “**Recommend**” or “**Do Not Recommend.**”

**IMPORTANT:** If an application is not being recommended, the department head must indicate the reasons for rejecting the application.

3. Submit the application to your dean.

Once the department head or delegate submits the recommendation and/or rejection, email notifications of the decision will be sent to the faculty member and dean.

4. Review Faculty Development Leave Report

Department Heads receive a copy of the faculty development leave report upon submission to the FDL Portal in the Office of the Dean of Faculties. Department Heads should review the report to evaluate, whether or not, the scope of efforts in the proposed leave were satisfied.

## INSTRUCTIONS FOR DEANS:

The college criteria used to select which applications are put forward must be transparent, and faculty must be informed of these criteria.

1. Deans must inform department heads and faculty of the date by which they must submit their application materials to the college

Give yourselves a reasonable amount of time to review and process the applications.

2. Review the FDL applications

All proposals for FDL will be evaluated at the college and library level **by a committee that will include faculty representation**. Each application in the online system may be viewed as an HTML or PDF file.

Colleges may receive more applications than their allotted maximum. **Colleges must decide *a priori* which criteria they will use to rank order the applications so that they can select which of the eligible applications are sent forward. Do not approve more applications than the total number allotted to your college.**

3. Review the FDL applications online

After the department heads make a recommendation on each application, an email will be sent to deans or their delegates, which will include the name of the faculty member and the link to the FDL website (<http://dofportal.tamu.edu>). You must logon using your NETID and password. The main page will show a list of all the applications pending approval. You can click on each application to view it as an HTML or PDF file. The dean or their delegate can add comments to their department heads' input regarding each application.

- We have reviewed this FDL application and Department Head certifications and (*choose one*)
  - find the application consistent with the faculty development goals of this college
  - DO NOT find the application consistent with the faculty development goals of this college.

**IMPORTANT:** If an application is not being recommended, the dean or delegate must indicate the reasons for rejecting the application.

4. Submission of the application to the Office of the Dean of Faculties

Once an application has been reviewed and recommended or not recommended, an email will be sent automatically to the faculty member and the department head notifying them that their application has been reviewed. All approved applications will be automatically forwarded to the Office of the Dean of Faculties.

*Administrative questions related to the organization and submission of application packages to the Office of the Dean of Faculties may be addressed to Sandra Harnden ([cs811@tamu.edu](mailto:cs811@tamu.edu)) in the Office of the Dean of Faculties at 979-845-4274.*

*Questions regarding eligibility and benefits may be address to the college representative on the Faculty Development Leave Committee or to Blanca Lupiani, Dean of Faculties, [facultydevelopment@tamu.edu](mailto:facultydevelopment@tamu.edu) (or 979-845-4274)*

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