

Academic Operating Procedure 2

Faculty Development Leave



August 28, 2019

Statement

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.

Procedures and Responsibilities

1. GENERAL

- 1.1 For the purpose 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-Kingsville 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. A faculty development leave may be granted for study, research, writing, scholarly and creative activities, field observations, or other suitable purposes. Faculty 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 of 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. PROCEDURES FOR APPLYING FOR A FACULTY DEVELOPMENT LEAVE

- 2.1 A faculty member applies for 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 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 recommendation of the members of the department, to the college dean. The department chair will indicate how the faculty member's classes will be covered. If more than one application is received, the dean will convene a college level committee, elected by college faculty, to provide recommendations and rankings to the dean concerning college faculty applications. The chair of that committee will be elected by the committee members.
- 2.1.2 The college dean forwards his/her recommendation, along with the application material, for review by the university committee elected by the general faculty. The university committee will consist of one representative from each academic college, plus two additional representatives from the College of Arts and Sciences. Representatives will be elected each fall by the respective colleges. 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 15 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 application with his or her recommendations 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 six percent of the faculty members at Texas A&M University-Kingsville may

be on faculty development leave at any one time. Approval of faculty development leave is 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 with his or her dean describing activities and accomplishments completed during the leave period, current status of scholarly products resulting from the leave, and the assessment of outcomes. This report should be completed within 90 days of the completion of the development 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 programs and benefits made available to faculty members by or through the Texas A&M University System or the State of Texas.