

Guidelines For Faculty Development Leave

Effective: September 1, 2023

Introduction:

Annually, the Office of Faculty Affairs publishes [guidelines](#) for Faculty Development Leave (FDL) that specifies the proposal requirements and sets the deadlines for the various steps of the review process. Faculty Affairs will send notification to faculty when the FDL portal is open to accept proposals (typically prior to the start of the fall semester). Tenured and tenure track faculty with at least two consecutive academic years of service may apply by submitting a proposal through the FDL portal <https://facultyaffairsportal.tamu.edu/>. Applicants must be tenured by the time the leave begins. Refer to the FDL guidelines for additional eligibility criteria.

The Galveston Campus only has two FDL slots per academic year.

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 only accept employment from other institutions or sources 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 faculty member's salary. Any arrangement that leads to total pay in excess of 100 percent of the faculty member's salary, excluding reimbursed housing or transportation expenses, requires Board of Regents approval.

The required elements of an FDL proposal include the following – refer to the [FDL guidelines](#) for complete details and requirements:

- Abstract
- Detailed Proposal
- 2 Letters of Support
- Letter(s) of Invitation
- Letter from the Chief Academic Officer (CAO), *if faculty member has been with TAMUG for less than 5 years*
- Curriculum Vitae

A faculty member who has been awarded an FDL slot must commit to resume full-time faculty status at Texas A&M University for at least two semesters following the conclusion of the leave. In addition, the faculty member is required to submit an electronic faculty development achievement report at the end of the long semester following the conclusion of the leave. The Faculty Affairs office provides a template that must be used to submit the achievement report.

Galveston Campus Process:

Faculty members planning to apply for an FDL slot should notify their department head of their intention and review the [FDL guidelines](#) published by Faculty Affairs annually. Faculty members must submit their proposal by the deadline set by their department head (typically late August or early September).

The Department Head will review the applicant's proposal in the Faculty Affairs FDL portal and select to approve or deny the proposal by the annual due date. Approved proposals will route to the Chief Academic Officer (CAO) for further review.

In the event there are two or less proposals received for consideration, the CAO will make the final determination as to whether or not the proposals move forward to the University Faculty Development Leave Committee, which is facilitated by Faculty Affairs.

In the event there are more than two proposals under consideration, the proposals will be extracted from the portal and shared with the academic department heads who will vote on which two proposals will move forward to the University Faculty Development Leave Committee, which is facilitated by the Faculty Affairs office.

After review by the University Faculty Development Leave Committee, a recommendation is sent to the Provost and the routing finally ends with Board of Regents approval. Typically, in February, Faculty Affairs will notify the faculty member of the outcome, copying the Department Head and CAO. Upon receipt of the FDL approval letter, the CAO's office will generate a congratulatory letter [Exhibit A] to the faculty member copying both the Department Head and the Sr. Associate Vice President for Research & Graduate Studies.

Post FDL:

Approved faculty **must submit a report** to the Faculty Affairs Office **by the conclusion of the first long semester after returning from leave**. This report is submitted through the FDL portal (<https://facultyaffairsportal.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 CAO.

FDL Extensions:

In the event a faculty member's travel is delayed or any other reason that prevents them from achieving what they were originally approved to do relating to their FDL and they need to extend the time to take their leave, the faculty member must request an extension by routing a memo through their Department Head, through the CAO addressed to the Vice President for Faculty Affairs with a carbon copy to the Research Office with a clear justification as to why the extension is needed.

Resources:

Faculty Affairs FDL Guidelines: <https://facultyaffairs.tamu.edu/Career/Faculty-Development-Leave>

FDL Portal: <https://facultyaffairsportal.tamu.edu/>

To access the system, log in with your NET ID and password.

FDL Time Line:

Summer	FDL Application Process Opens Up in the DoF Portal
Late August - Early September	The Department Head will set an internal deadline for submission of proposals and communicate it to their faculty.
Mid-September	The Department Head's decision on FDL applications is keyed into the FDL portal.
Mid-October	The CAO's decision on FDL applications is keyed into the FDL portal by the stated deadline for the current FDL cycle.
November	The University FDL Committee reviews proposals and recommends for approval to the Provost.
December - January	The Provost recommends approval of the FDL applications to the Board of Regents.
February	Once the routing process is complete, the Faculty Affairs office will send congratulatory letters to those awarded FDL copying the CAO and Department Head.
Early March	As soon as possible upon receipt of Faculty Affairs' letter, the CAO's office will generate a congratulatory letter to the faculty member with a copy to the Department Head and the Research & Graduate Studies office.

EXHIBIT A

TO: [Faculty Member]
FROM: Dr. Debbie Thomas, Executive Associate Vice President & Chief Academic Officer (TAMUG) & Associate Provost (TAMU)
RE: Faculty Development Leave
DATE:

Congratulations! Your faculty development leave request has been recommended for approval to the Provost through the Office of Faculty Affairs. After review, the Provost will forward her/his recommendation to the Board of Regents for final approval.

Assuming Board of Regents approval, your leave will occur [identify fiscal year & semesters].

Please be reminded that you **must submit a report** to the Office of the Faculty Affairs **by the conclusion of the first long semester after returning from leave**. This report is submitted through the FDL portal (<https://facultyaffairsportal.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 Chief Academic Officer.

cc: Dr. Antonietta Quigg, Sr. Associate Vice President for Research & Graduate Studies
[Name], [Professor] and Head of [Dept]