

Guidelines For Faculty Development Leave

Introduction:

Annually, the Dean of Faculties (DoF) publishes [guidelines](#) for Faculty Development Leave (FDL) that specifies the proposal requirements and sets the deadlines for the various steps of the review process. Typically, this process opens on or around August 1st of each year. Tenured and tenure track faculty with at least two consecutive academic years of service may apply by submitting a proposal through the DoF portal <https://dofportal.tamu.edu/>. Note, however, tenure track faculty must have achieved tenured status by the time the leave will begin. Refer to the DoF 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 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 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 elements of an FDL proposal include the following:

- Abstract
- Detailed Proposal
- Letters of Support
- Letter(s) of Invitation
- Letter from the Chief Academic Officer (CAO), if applicable
- 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 DoF 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. In addition, the faculty member should watch the instructional video at the following website: <http://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave>. This video will cover the qualification requirements for leave, the leave application and approval process, and what is required from faculty after they return from leave. Faculty members should 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 DoF portal and select to approve or deny the proposal. Then the CAO's office extracts all proposals that have been approved by the Department Heads and provides to the college-level Research Award Committee's chair for their review. The college-level Research Awards Committee will then rank the applications and make recommendations to the CAO for approval. The CAO makes the final selection which two FDL proposals from the Galveston Campus are approved to move forward to the University Faculty Development Leave Committee, which is chaired by the Dean of Faculties.

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, the DoF will notify the faculty member of the outcome, copying the Department Head and CAO. Upon receipt of the DoF 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.

The Association of Former Students provides a small stipend for Faculty Development Leave. On the Galveston Campus, the FDL funds are managed by the Research Office. Up to \$5k may be made available to the approved faculty, depending on the needs of the department to fill teaching or other requirements in your unit. That request will take precedence and remaining funds may be made available to the faculty based on a positive recommendation from the home Department Head. Only approved FDL will have an opportunity to receive funds. No additional funds will be offered from the Research or Academic Affairs Offices. Departments have the freedom to supplement the FDL funds provided. Any expenses need to be justified for the research. The Research & Graduate Studies office shall maintain the financial accounts related to the FDL process and handle disbursements of monies to the home department of the faculty member.

Approved faculty **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.

Resources:

Dean of Faculties FDL Guidelines: <http://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave>

DoF Portal: <https://dofportal.tamu.edu/>

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

FDL Time Line:

Around August 1st	FDL Application Process Opens Up in the DoF Portal
August	Faculty wishing to apply should watch the following video: http://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave
Late August - Early September	The Department Head needs to 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 DoF portal. The CAO's office will extract the FDL applications and forward them to the college-level Research Awards Committee for further review.
Last Friday in September	The Research Awards Committee's recommendation to the CAO is due.
Mid-October	The CAO's decision on FDL applications is keyed into the DoF 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 DoF will send congratulatory letters to those awarded FDL copying the CAO and Department Head.
Early March	As soon as possible upon receipt of the DoF's 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. Patrick Louchouart, Executive AVP for Academic Affairs & CAO
RE: Faculty Development Leave
DATE: [22-Jan-19]

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

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

For your information, the Dean of Faculties receives funding from the Association of Former Students and the Provost's Office to support faculty who go on faculty development leave. Funds for the faculty development program are distributed to the college and the college has full discretion on how they use the funds.

Up to \$5k may be made available to you, depending on the needs of the department to fill teaching or other requirements in your unit. That request will take precedence and remaining funds may be made available to you based on a positive recommendation from your Department Head. Any expenses need to be justified for your research.

Please be reminded that you **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.

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