Expedited Faculty Development Leave Procedure for Targeted External Awards

An expedited faculty development leave (FDL) procedure will be used when faculty receive one of the Targeted External Awards recognized by AAU/CMUP/THECB and supported by internal incentives (http://www.depts.ttu.edu/research/award-ops/major-ext-awards.php). These requests will be processed separately from standard FDL applications, and off-cycle when needed.

Any faculty member who has submitted an application for a targeted award, whether or not it requires a development leave, should (a) notify the Office of Research & Innovation (Stephanie J. Jones, stephanie.j.jones@ttu.edu) and, if applicable, (b) provide a statement via email to the Provost's Office (Genevieve Durham DeCesaro, Genevieve.Durham@ttu.edu) expressing intention to apply for a FDL if the award is conferred.

When a targeted award is granted, the faculty member should notify the Provost's Office (Genevieve Durham DeCesaro, Genevieve.Durham@ttu.edu) and the (Stephanie J. Jones, stephanie.j.jones@ttu.edu) **as soon as possible** so that the expedited FDL request can be processed. The completed FDL application[1] (OP 32.29A) will be used to enter the leave request on the agenda of the next available meeting of the Board of Regents (the Board having formal and final approval of all faculty leaves). As with standard faculty development leaves, an FDL expedited for a targeted award will be at ½ the faculty member's base institutional salary for one year, or full salary for ½ year.

Eligibility requirements and other information and forms regarding faculty development leaves are described in OP 32.29: https://www.depts.ttu.edu/opmanual/OP32.29.php. Exceptions to eligibility criteria will be considered on a case by case basis for development leaves requested for the purpose of completing a targeted award.

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[1] The FDL application should include copy of the funding/granting agency's letter of award in lieu of external letters of support.