**Faculty Development Leaves**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs: <http://www.depts.ttu.edu/opmanual/OP32.29.pdf>

# 2016-17 Texas Tech Faculty Handbook (“Development Leaves”)

# <http://www.depts.ttu.edu/officialpublications/pdfs/2016-17_Faculty_Handbook.pdf>

# Texas Tech Regents Rules 04.05: [http://www.depts.ttu.edu/oppol/Chapter04.pdf](http://www/)

# SACSCOC 2012 Principles of Accreditation CS 3.7.3 <http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

# AAUP: <http://www.aaup.org/> (specific policies not yet identified)

During the annual review meeting with faculty, the Department Chairs will address the possibility of a developmental leave for the coming year when appropriate.

1. An applicant for Faculty Development Leave shall send the Faculty Development Leave Application Form (<http://www.depts.ttu.edu/opmanual/OP32.29A.pdf> ) to their Program Coordinator and Department Chair no less than three months before the Provost’s application deadline. The Program Coordinator and applicant discuss how courses and other duties will be covered. Program Coordinator gives to the Department Chair a recommendation about how courses and other duties in the program will be covered.
2. The Department Chair shall forward the Faculty Development Leave Form to the Faculty Development Leave Committee no later than two months prior to the Provost’s office deadline.
3. “A college Faculty Development Leave Committee shall serve in an advisory capacity to the college dean and prioritize applications from within each college. The Chairperson and dean of the faculty member requesting a development assignment will complete the *Faculty Development Leave Rating Form*, Attachment B, and forward it with the application.” <http://www.depts.ttu.edu/opmanual/OP32.29.pdf>
4. “The university Faculty Development Leave Committee elected by the general faculty should receive applications by faculty members for faculty development leaves (see Attachment A). The committee reviews these applications and makes recommendations to the PSVP pursuant to published criteria for selection and announced availability of such leaves. The committee reviews criteria for selection and the extent of availability and makes appropriate recommendations.” <http://www.depts.ttu.edu/opmanual/OP32.29.pdf>

After the development leave is concluded, the applicant(s) will send a report of their outcomes/accomplishments to the Department Chair and the Dean and in a public forum, such as a brown bag lunch, report on the outcomes of their leave.