

**SUBJECT:** Faculty Development Leaves

**DATE** September 2018

**PURPOSE:** Provide guidelines for faculty who wish to apply for a faculty development leave.

**REVIEW:** This Operating Policy will be reviewed by the Faculty Council and Associate Dean by when changes are made in University or College procedures. Related OP: [32.29](#)

## **POLICY**

As noted in [OP 32.29](#), the Board of Regents may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purposes to a faculty member within the constraints of Sections 51.102 - 51.108 of the Texas Education Code.

A faculty member is eligible for a development leave when that person has served as a member of the faculty of Texas Tech University for at least five academic years, two of which must have been consecutive. This service may be as an assistant, associate, or full professor, or an equivalent rank, and must be full-time academic duty, but need not include teaching. The faculty member must be tenured at the beginning of the leave in order to receive the leave. A second leave ordinarily will not be granted to the same faculty member within five years of the first leave.

Faculty development leave may be granted for either one academic year at one-half regular salary or for one-half academic year at full regular salary. While on leave a faculty member may accept a grant to support their activities including travel, but may not be employed by another entity unless approved by the Board of Regents.

A faculty member on development leave remains fully benefits eligible. In addition, he or she is considered a faculty member for the purposes of participation in departmental business and may vote on such matters as hiring, tenure and promotion, etc. Those completing a development leave will not be penalized for the period of faculty leave in the calculations of service and teaching for the purposes of promotion, merit raises, or future duties.

## **PROCEDURE**

A faculty member considering a development leave application should first consult with the Department Chairperson to confirm departmental support. While a Chairperson might find the leave purpose/content worthy of support, circumstances within the department (faculty shortages and other constraints) might preclude chairperson's support.

Once department support in principle is confirmed, the faculty member should complete the [Faculty Development Leave Application Form](#) also found in [OP 32.29 Attachment A](#). Outside support letters should be addressed to the provost, and sent directly there with a copy to the applicant. The applicant can include those review letters in the application if they desire. The completed application packet is then submitted electronically to the Department Chairperson who evaluates the application and completes the department level evaluation on the [Faculty Development Leave Rating form](#) also found in [OP 32.29 Attachment B](#).

The chair's decision to approve or not approve the development leave application should consider the quality of the application as well as the department's ability to be without the faculty member's contribution during the proposed leave time. The faculty member will be gone at least one semester and perhaps a whole year, and the department is reimbursed only a very small amount (currently \$5,500) to help defray the cost of covering their teaching. Consequently, a department may be able to be without one faculty member, but having more on leave might be difficult. If the chair decides to approve multiple applications, those applications should be prioritized before sending them to the college. In a letter of transmittal, the chair should clarify decisions to approve the applications. The dossiers from the department are then transmitted electronically to the college level, with the Faculty Development Leave Rating Form delivered as hard copy.

At the College level, the dean (or designee) will evaluate the applications and complete the college approval or disapproval on the [Faculty Development Leave Rating form](#). If the dean wishes, he/she can seek input from an *ad hoc* Development Leave Evaluation Committee drawn from associate deans, department chairs, and senior faculty members. As much as possible, the committee members should not be in the department(s) from which the leave applications are received. Approved applications are then prioritized, though there is no maximum number of applications from the college to the provost's level. The fully signed Faculty Development Leave Rating Form is then added to each dossier and the packet submitted to the provost's office.

The university Faculty Development Leave Committee evaluates all applications and makes recommendations to the provost. The provost makes recommendations to the President, who then makes recommendations to the Board of Regents on which applications should be granted.

## **DOCUMENTS INCLUDED**

[OP 32.29 Faculty Development Leaves](#)

[Faculty Development Leave Application Form](#)

[Faculty Development Leave Rating form](#)