

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 that is recognized by AAU/CMUP/THECB and is supported by internal incentives. 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 Services (Kathleen Harris) and provide a copy of the application so that it can be entered into an institutional record, and, if applicable, (b) provide a statement 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 (Rob Stewart) and the Office of Research Services (Kathleen Harris) as soon as possible so that the expedited FDL request can be processed. The completed leave application will be placed 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, a FDL expedited for a targeted award will be at $\frac{1}{2}$ the faculty member's base institutional salary for one year, or full salary for $\frac{1}{2}$ year, and any stipends provided by the funding agency will be in addition to the university salary.

Eligibility requirements and other information and forms regarding faculty development leaves are described in OP 32.29: <http://www.depts.ttu.edu/opmanual/OP32.29.pdf>. 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.