

FACULTY DEVELOPMENT LEAVE

Approved June 12, 2003

Supplements System Regulation 12.99.01

1. INTRODUCTION

Texas A&M University-Corpus Christi recognizes that a vibrant, professionally active faculty is essential to its success. In accord with the Texas Education Code (Sections 51.101 through 51.108), Texas A&M University System Regulation 12.99.01, and its own vision, mission, and goals, Texas A&M University-Corpus Christi offers its faculty opportunities for professional development. These include funds available under its Research Enhancement Program (as defined in University Procedure 15.01.01.C1.01) as well as the Faculty Development Leave Program, as defined in the present document. Faculty intending to apply for a Faculty Development Leave are encouraged to read the Code, Regulation and Procedure cited.

2. FACULTY DEVELOPMENT LEAVE PROGRAM

Faculty Development Leaves are paid leaves of absence from normal duties for the purpose of professional development. Monetary remuneration will be at full salary for one long semester or half salary for the academic year. Applications for leave will be received by a University Faculty Development Committee, with elected representation from each of the colleges (2 members from each). Committee members will serve three-year staggered terms.

3. ELIGIBILITY

- 3.1 Faculty who are tenured, have been employed on a full-time basis for at least seven consecutive academic years at Texas A&M University-Corpus Christi, and whose duties include teaching, scholarly activity, administration, and/or the performance of professional services are eligible for this program. Faculty are eligible to receive faculty development leave once every seven years.
- 3.2 Grants awarded under this program may not duplicate funds awarded from other granting agencies for one long semester leaves and may not exceed full salary for the full academic year leaves.
- 3.3 Faculty Development Leave funds may not be used to support the faculty member's personal dissertation research.
- 3.4 To avoid conflict of interest, members of the University Faculty Development Committee are not eligible to apply.

- 3.5 In order to support the research efforts of as many faculty members as possible, a faculty member who has been awarded a Faculty Development Leave award shall not be eligible for another such award for the next six academic years.
- 3.6 Faculty Development Leaves are made with the understanding that recipients will continue employment with Texas A&M University-Corpus Christi for at least the next academic year following the award.
- 3.7 Faculty on Development Leave are considered full-time employees of the University with regard to all benefits, accrual of time for promotion and tenure eligibility, and salary increases.
- 3.8 A faculty member on faculty development leave may not accept employment from any other person, corporation, or government, unless The Texas A&M University System Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

4. APPLICATION PROCEDURE

- 4.1 Faculty members who wish to submit proposals may obtain an application from the College Dean's office.
- 4.2 When submitting a Faculty Development Leave proposal, the applicant should remember that it will be reviewed and evaluated by knowledgeable colleagues outside the applicant's own field of specialization. Therefore, the applicant should avoid unnecessary jargon and strive for clarity in presentation.
- 4.3 The application includes the following information:
 - (1) A completed application form, including statements by at least two professional peers (one of whom must be the appropriate Department Chair) assessing the proposal's merit.
 - (2) A statement describing the objective(s) or hypotheses of the project, its significance to the applicant's discipline, the methodology to be followed, and the expected results.
 - (3) The applicant's curriculum vita, including record of publications or creative works, previous research grants, and professional development activities.
 - (4) If the research project involves human subjects, indication that appropriate review has been requested from the institutional review board to insure that adequate precautions are included in the project to protect the human subjects from physical, emotional, or social risks.

4.4 A completed application, once endorsed by the College Dean, shall be submitted to the University Faculty Development Committee.

5. EVALUATION CRITERIA

When evaluating Faculty Development Leave applications, the University Faculty Development Committee considers the merit and feasibility of the project. Such considerations shall include:

Primary Criteria

- The overall clarity of the proposal.
- The merits of the proposed activity in relation to the aims and purposes of Texas A&M University-Corpus Christi, as stated in the University Catalog.
- The merits of the proposed project in enhancing the applicant's teaching, scholarship, and/or creative work.
- The merits of the proposed project in contributing to the advancement of knowledge in the field.
- The applicant's previously demonstrated initiative in the areas of teaching, research, publication, creative activities, or professional activities.
- Where available, documented results from previous Texas A&M University-Corpus Christi Research Enhancement grants (college and university) received by the applicant.
- The applicant's stated intention of continued service in the profession and at Texas A&M University-Corpus Christi
- Statements by at least two professional peers (one of whom must be the appropriate Department Chair) assessing the proposal's merit.
- Statement from the College Dean of the faculty member's college endorsing the proposed leave.

Secondary Criteria

When more applicants fulfill equally the primary qualifications than there are leaves available, the following secondary criteria may be taken into account:

- Length of service at Texas A&M University-Corpus Christi.
- Extent to which Faculty Development Leave is necessary for accomplishment of the proposed activity.
- Length of time elapsed since last Faculty Development Leave.
- Other relevant information submitted by the applicant.

6. RECOMMENDATION

After the Dean of the faculty member's college evaluates the proposal, the recommendations will be submitted to the University Faculty Development Committee. The University Faculty Development Committee will review the merit of the recommendations based on the previously mentioned criteria and will submit recommendations to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will review and accept/reject the recommendations. After reviewing the accepted recommendations with the President, the Provost/Vice President for Academic Affairs will submit a list of university nominees to the Chancellor for recommendation to the Board of Regents for final approval prior to the effective date of leave. The Provost/Vice President for Academic Affairs shall be responsible for overseeing the administration of these awards. Once awarded and accepted, the terms and conditions of the leave may not be altered.

7. TIMELINE

The timeline for application submission, review, and announcement of awards will be determined by the Provost/Vice President for Academic Affairs in consultation with the College Deans.

8. FACULTY DEVELOPMENT LEAVE REPORT

A report of two to three pages in length should be submitted to the College Dean, the Provost/Vice President for Academic Affairs, and the faculty member's Department Chair within 60 days after the leave period ends. The report should include the following:

- Statement of purpose for which the leave was given.
- Accomplishments during the leave which fulfilled the stated purpose.

- Future accomplishments likely to result from the leave.

The faculty member will be expected to present the results of his/her development leave at a University Colloquium the year he/she returns to campus.

9. FUNDING

It is understood that granting of faculty development leave is pending availability of funds.

Contact for Interpretation: Provost/Vice President for Academic Affairs