12.99.01.C0.01 Faculty Development Leave

Revised: November 17, 2025
Next Scheduled Review: November 17, 2030
Revision History

Procedure Summary

Recognizing the importance of a vibrant, professionally active faculty to the success of its mission, Texas A&M University-Corpus Christi (TAMU-CC) provides for paid leaves of absence from normal faculty duties for the purpose of professional development. This procedure describes the Faculty Development Leave (FDL) program and the ways in which faculty members can take advantage of it.

Procedure

1. THE FACULTY DEVELOPMENT LEAVE PROGRAM

1.1. Monetary remuneration for FDL will be at full salary for one long semester or half salary for the academic year.

1.2. Faculty members on FDL may accept grants for study, research, or travel, but they may only accept employment from other institutions or entities if the Texas A&M University System (System) Board of Regents determines that it would be in the public interest and expressly approves the employment.

1.3. Faculty members may combine a one-semester FDL at full pay with a one-semester employed position for the other semester of the academic year in which FDL is taken, or they may combine an academic year FDL at half pay and reduced benefits with half-time employment. This may be done only if the combined sources (FDL and employment) do not exceed 100% of the faculty member's salary.

1.4. FDL that includes more than 60 consecutive days outside of the United States an additional review by TAMU-CC's Financial Conflict of Interest and Export Control Officer and potentially by external counsel hired by the System Office of General Counsel. If external counsel is hired, the recipient will be responsible for paying the required costs for external legal review of the FDL, estimated to be $2,000-$10,000 depending on the location(s) visited during the FDL.

1.5. Applications for FDL will be reviewed by the Center for Faculty Excellence (CFE) Committee. Information on the committee requirements may be found on the Committees and Councils webpage.

2. ELIGIBILITY

2.1. Tenured full-time faculty members with a minimum of six (6) consecutive academic years of service at TAMU-CC at the time FDL is to begin are eligible to apply.

2.2. Grants awarded under this program may not duplicate funds awarded from other granting agencies for leaves of one long semester and may not exceed full salary for leaves of an academic year.

2.3. To avoid conflict of interest, members of the CFE Committee are not eligible to apply.

2.4. In order to support the research efforts of as many faculty members as possible, a faculty member who has been awarded FDL is not eligible for another such award for the next six (6) academic years following the academic year in which the FDL was taken.

2.5. FDL is awarded with the understanding that recipients will continue employment with TAMU-CC until at least the year following the FDL. Exceptions to the recipient's continuation of employment after FDL require Provost approval.

2.6. Faculty members on FDL are considered full-time employees of the university for the purposes of accruing time for promotion eligibility and receiving salary increases. Faculty taking FDL for one long semester will have full salary and benefits; faculty taking FDL for the academic year will have half salary and half benefits.

2.7. No more than six (6) percent of TAMU-CC faculty may be on FDL at any given time.

3. APPLICATION PROCESS

3.1. The Faculty Development Leave Proposal may be completed on the CFE website.

3.2. The application must include the following information:

(a) A completed Faculty Development Leave Proposal, including indicated agreement with the requirements to:

a. resume full-time faculty status at TAMU-CC for at least the next academic year following the conclusion of the FDL, and

b. submit an electronic FDL achievement report no later than the end of the long semester following the conclusion of the FDL and conduct a faculty presentation in accordance with section 7.2 of this procedure.

(b) A statement describing the objective(s) or hypotheses of the project, its significance to the applicant's discipline, benefits to the individual and university, the methodology to be followed, and the expected results.

(c) An abstract of no more than 200 words describing the nature, purpose, benefits, and impacts of the proposed FDL that will be submitted to the Texas A&M University System Board of Regents.

(d) The applicant's curriculum vita, including a record of publications or creative works, previous research grants, and professional development activities.

(e) Statements of support by at least two (2) professional peers (one of whom must be the appropriate department chair/supervisor) assessing the applicant's merit.

(f) If the project includes research that involves human subjects, indication that appropriate review has been requested from the Institutional Review Board to ensure that adequate precautions are included in the project to protect the human subjects from physical, emotional, or social risks.

3.3. All completed viable applications, with a statement of approval from the dean/director of the academic unit (e.g., college, school), will be submitted to the CFE by the academic unit dean/director with notice to the requesting faculty member.

3.4. Any modifications to a submitted application or approved FDL must be approved by the faculty member's department chair/supervisor and academic unit dean/director and submitted to the Center for Faculty Excellence and Study Abroad Coordinator. If the modifications divert significantly from the submitted application or approved FDL, the application/FDL may be reassessed by the CFE Committee and/or Provost and Vice President for Academic Affairs (Provost).

4. EVALUATION CRITERIA

When evaluating FDL applications, the CFE Committee considers the merit and feasibility of the project. Such considerations include:

4.1. Primary Criteria

(a) The FDL application is well organized and written in a way that is clearly understandable to a lay audience with any important technical terms explained. The description of the FDL should not need supplementary information for the reviewer to understand the project.

(b) The application must state the merits of the proposed activity in relation to the mission and strategic goals of TAMU-CC, as stated in the university catalog, the merits of the proposed project in enhancing the applicant's teaching, research, scholarship, and/or creative activity, and how the proposed project contributes to the advancement of knowledge in the field.

(c) An abstract, concisely stating location, purpose, activity, benefits, and impacts of the FDL conveying sufficient information for a basic understanding of the project, must be included. This abstract will be submitted to the Texas A&M University System Board of Regents.

(d) The application must address the applicant's previously demonstrated initiative in the areas of teaching, research, scholarship, creative activities, publication, and/or professional activities.

(e) An indication of the applicant's intention of continued service in the profession and at TAMU-CC and the willingness to comply with reporting requirements (as indicated in section 7 of this procedure) must be included.

(f) Statements of support by at least two (2) professional peers (one of whom must be the appropriate applicant's department chair/supervisor) assessing the application's merit must be included.

(g) A statement from the dean/director of the faculty member's academic unit endorsing the proposed FDL must accompany the application.

4.2. Secondary Criteria

When more applicants equally fulfill the primary qualifications than there are awards available, the following secondary criteria may be considered:

(a) Length of service at TAMU-CC.

(b) Extent to which the FDL is necessary to accomplish the proposed

activity.

(c) Where available, documented results from previous TAMU-CC Research Enhancement grants (academic unit and university) received by the applicant.

(d) Accomplishments from any previous FDLs.

(e) Length of time elapsed since the applicant's last FDL beyond the 6-year minimum.

5. RECOMMENDATION

5.1. The CFE Committee will review the merit of the applications based on the criteria listed in section 4 of this procedure.

5.2. Concurrently to the CFE Committee review, applications for FDL will be reviewed by TAMU-CC's Financial Conflict of Interest and Export Control Officer in accordance with university rules *31.05.01.C1, Faculty Consulting, External Professional Employment, and Conflicts of Interest* and *15.05.04.C1, High-Risk Global Engagements and International Collaborations* prior to submission to the Provost. If the activities involve a high-risk global engagement or international collaboration, then the Financial Conflict of Interest and Export Control Officer will meet with the applicant to ensure the security, safety, and avoidance of risk.

5.3. The CFE Committee will submit the recommended applications to the Provost. The Financial Conflict of Interest and Export Control Officer will also submit their review of the proposed activities to the Provost. The Provost will review the applications to ensure the FDL will not negatively affect the department's academic needs. The Provost will then review and accept or reject the recommendations and forward the accepted recommendations to the President. After reviewing the accepted recommendations from the Provost, the President will submit a list of university nominees to the Chancellor for recommendation to the Texas A&M University System Board of Regents for final approval prior to the effective date of the FDL.

5.4. The Provost is responsible for overseeing the administration of these awards. Once awarded and accepted, the terms and conditions of the FDL may not be altered without approval as outlined in section 3.4 of this procedure.

6. TIMELINE

The timeline for application submission, review, and announcement of awards will be determined by the Provost in consultation with the academic unit deans/directors and the CFE.

7. FACULTY DEVELOPMENT LEAVE ACHIEVEMENT REPORT AND PRESENTATION

7.1. A report of two (2) to three (3) pages in length should be submitted with the faculty member's annual performance review for the evaluation period that includes the FDL. The report should include the following:

(a) A statement of purpose for which the FDL was given

(b) Activities and accomplishments during the FDL which fulfilled the stated purpose

(c) Impacts and benefits of the work to the faculty member, field of study, and the institution

(d) Future accomplishments likely to result from the FDL

(e) A commitment to report the outcomes of activities that extend beyond the scope of the FDL period (e.g., final publication, exhibitions)

7.2. The faculty member will also present a summary of their activities and accomplishments of their FDL along with all associated impacts and benefits to the university and field of study at CFE's annual FDL presentation event. If the faculty member cannot be present at the event, they will be asked for a recorded presentation. The event will occur during the fall semester for the previous academic year's awardees and be open to all university faculty. Faculty should contact the CFE for information about the event.

7.3. Both the report and presentation will be used as part of the considerations for evaluations, and by extension, will be part of the evidence taken into consideration for merit raises, application for promotion, and future FDL applications.

7.4. Both the report and presentation are required, and failure to either submit the report or conduct the presentation may result in disciplinary action for the faculty member.

7.5. Accomplishments from a faculty member's faculty development leave will be taken into consideration during the faculty member's annual review for the year in which the FDL was taken.

8. FUNDING

8.1. Granting of FDL is subject to availability of funds.

8.2. Personal expenses, including travel related to the FDL, are the faculty member's responsibility.

Related Statutes, Policies, or Requirements

Tex. Educ. Code Ch. 51, Subch. C, Faculty Development Leaves of Absence
System Regulation *12.99.01, Faculty Development Leave*
System Regulation *31.05.01, Faculty Consulting and/or External Professional Employment*
University Rule *15.05.04.C1, High Risk Global Engagements and International Collaborations*
University Procedure *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*
University Rule *31.05.01.C1, Faculty Consulting, External Professional Employment, and Conflicts of Interest*

This procedure supersedes:

- *12.99.01.C1, Faculty Development Leave*
- *12.99.01.C1.01, Faculty Development Leave*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722