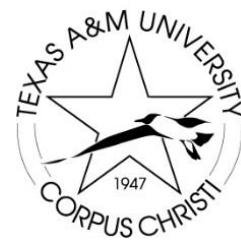


## 12.99.01.C0.01 Faculty Development Leave



Approved: June 12, 2003  
Revised: November 26, 2012  
Revised: September 8, 2017  
Revised: February 12, 2018  
Next Scheduled Review: February 12, 2023

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### Procedure Statement

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Recognizing the importance of a vibrant, professionally active faculty to the success of its mission, Texas A&M University-Corpus Christi provides for paid leaves of absence from normal faculty duties for the purpose of professional development.

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### Reason for Procedure

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This procedure describes the Faculty Development Leave program and the ways in which faculty members can take advantage of it. This procedure follows system regulation 12.99.01, *Faculty Development Leave*.

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### Procedures and Responsibilities

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#### 1. THE FACULTY DEVELOPMENT LEAVE PROGRAM

Monetary remuneration for faculty development leave will be at full salary for one long semester or half salary for the academic year. Faculty members on development leave may accept grants for study, research, or travel, but they may accept employment from other institutions or sources only under certain conditions. Faculty members may combine a one-semester development leave at full pay with a one-semester employed position for the other semester of the academic year in which the development leave is taken, or they may combine a two-semester development leave at half pay and reduced benefits with half-time employment. This may be done only as long as the combined sources (development leave and employment) do not exceed 100% of the faculty member's salary. Applications for leave will be received by the Faculty Development Leave subcommittee of the Center for Faculty Excellence (CFE) Committee. CFE Committee members serve three-year staggered terms. Information on the committee requirements may be found at [http://academicaffairs.tamucc.edu/governance\\_orgs/committees\\_councils.html](http://academicaffairs.tamucc.edu/governance_orgs/committees_councils.html).

#### 2. ELIGIBILITY

- 2.1 A tenured full-time faculty member with a minimum of six (6) consecutive academic years of service at Texas A&M University-Corpus Christi at the time leave is to begin is eligible.
- 2.2 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 full academic year leaves.
- 2.3 To avoid conflict of interest, members of the CFE Faculty Development Leave subcommittee 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 faculty development leave shall not be eligible for another such award for the next six (6) academic years.
- 2.5 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.
- 2.6 Faculty members on faculty development leave are considered full-time employees of the university with regard to accrual of time for promotion and tenure eligibility and salary increases. Faculty taking a one-semester leave will have full salary and benefits; faculty taking a two-semester leave will have half salary and half benefits.

### 3. APPLICATION PROCESS

- 3.1 Faculty members who wish to submit proposals may obtain an application from the CFE. A link to the Faculty Development Leave Submission Proposal form is in the Appendix section of this procedure.
- 3.2 The application includes the following information:
  - (a) A completed Faculty Development Leave Submission Proposal form, including indicated agreement with the requirement to resume full-time faculty status at Texas A&M University-Corpus Christi for at least two (2) full semesters following the conclusion of the leave and indicated agreement with the requirement to submit an electronic faculty development achievement report no later than the end of the long semester following the conclusion of the leave.
  - (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 describing the nature, purpose, benefits, and impacts of the

proposed development leave of 200 words or less that will be submitted to the Texas A&M University System Board of Regents.

- (d) The applicant's curriculum vita, including 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) assessing the proposal's merit.
- (f) 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.

3.3 All completed viable applications, with statement of approval from the dean, will be submitted to the CFE by the college dean with notice to the requesting faculty member.

#### 4. EVALUATION CRITERIA

When evaluating faculty development leave applications, the CFE Faculty Development Leave subcommittee considers the merit and feasibility of the project. Such considerations shall include:

##### Primary Criteria

- (a) The faculty development leave request should be 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 leave should not need supplementary information for the reviewer to understand the project.
- (b) The proposal's statement of benefits detailing the merits of the proposed activity in relation to the mission and strategic goals 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; and the merits of the proposed project in contributing to the advancement of knowledge in the field.
- (c) An abstract concisely stating location, purpose, activity, benefits, and impacts of the leave conveying sufficient information for a basic understanding of the project that will be submitted to the Texas A&M University System Board of Regents.
- (d) The applicant's previously demonstrated initiative in the areas of teaching, research, publication, creative activities, and/or professional activities.
- (e) The applicant's intention of continued service in the profession and at Texas A&M University-Corpus Christi and willingness to comply with reporting requirements (as

indicated on the application form).

- (f) Statements of support by at least two (2) professional peers (one of whom must be the appropriate department chair) assessing the proposal's merit.
- (g) Statement from the dean of the faculty member's college endorsing the proposed leave.

### Secondary Criteria

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

- (a) Length of service at Texas A&M University-Corpus Christi.
- (b) Extent to which faculty development leave is necessary for accomplishment of the proposed activity.
- (c) Where available, documented results from previous Texas A&M University-Corpus Christi Research Enhancement grants (college and university) received by the applicant.
- (d) Length of time elapsed since their last faculty development leave.

## 5. RECOMMENDATION

The subcommittee 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 and forward the accepted recommendations to the President. After reviewing the accepted recommendations with the Provost/Vice President for Academic Affairs, the President 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.

## 6. 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.

## 7. FACULTY DEVELOPMENT LEAVE ACHIEVEMENT REPORT

- 7.1 A report of two (2) to three (3) pages in length should be submitted to the college dean, the Provost/Vice President for Academic Affairs, and the faculty member's department chair no later than the end of the long semester following the conclusion of the leave. The report should include the following:
- (a) Statement of purpose for which the leave was given.
  - (b) Activities and accomplishments during the leave 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 leave.
  - (e) A commitment to report the outcomes of activities that extend beyond the scope of the leave period (i.e., final publication, exhibitions).
- 7.2 The report will be used as part of the considerations for reviews, merit raises, application for tenure and/or promotion, and future faculty development leave applications.
- 7.3 Failure to submit the report may result in disciplinary action for the faculty member.

## 8. FUNDING

Granting of faculty development leave is subject to availability of funds.

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## Related Statutes, Policies or Requirements

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[Tex. Educ. Code Ch. 51, Subch. C, Faculty Development Leaves of Absence](#)  
System Regulation [12.99.01, Faculty Development Leave](#)

This procedure supersedes:

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

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[Faculty Development Leave Submission Proposal](#)

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## Contact Office

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Contact for interpretation and clarification: Provost/Vice President for Academic Affairs  
(361) 825-2721