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

Procedure

1. THE FACULTY DEVELOPMENT LEAVE PROGRAM

   1.1. Monetary remuneration for faculty development leave will be at full salary for one long semester or half salary for the academic year. Faculty members who have held an administrative position at TAMU-CC for more than four (4) years and have returned to faculty may be granted faculty development leave for an academic year at full salary.

   1.2. Faculty members on development leave may accept grants for study, research, or travel, but they may only accept employment from other institutions or sources if the Texas A&M University 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 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 an academic year 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.

   1.4. Applications for leave will be received by the Faculty Development Leave subcommittee of the Center for Faculty Excellence (CFE) Committee. CFE Committee members are elected to serve three-year staggered terms. Information on the committee requirements may be found at on the Committees and Councils webpage.
2. **ELIGIBILITY**

2.1. A tenured full-time faculty member with a minimum of six (6) consecutive academic years of service at TAMU-CC 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 following the academic year in which the leave was taken.

2.5. Faculty development leave is awarded with the understanding that recipients will continue employment with TAMU-CC 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 leave for one long semester will have full salary and benefits; faculty taking leave 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 faculty development leave at any given time.

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 must include 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 TAMU-CC for at least the next academic year 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 of no more than 200 words describing the nature, purpose, benefits, and impacts of the proposed development leave 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 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 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:

4.1. Primary Criteria

(a) The faculty development leave request 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 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 TAMU-CC, 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 TAMU-CC 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.

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 faculty development leave is necessary to accomplish the proposed activity.

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

(d) Length of time elapsed since the applicant’s 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 and Vice President for Academic Affairs (Provost). The Provost will review and accept or reject the recommendations and forward the accepted recommendations to the President. After reviewing the accepted recommendations with 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 leave. The Provost 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 in consultation with the college deans and the CFE.
7. FACULTY DEVELOPMENT LEAVE ACHIEVEMENT REPORT

7.1. A report of two (2) to three (3) pages in length should be submitted to the faculty member’s department chair, college dean, and Provost 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 (e.g., final publication, exhibitions)

7.2. The report will be used as part of the considerations for evaluations, 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.

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

This procedure supersedes:
- 12.99.01.C1, Faculty Development Leave
- 12.99.01.C1.01, Faculty Development Leave

Appendix
Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs
(361) 825-2722