

## Memorandum of Administrative Policy Faculty Development Leave Policy

**Area:** Academic Affairs

**Section:** Faculty Leaves, Retirement, and Dismissal

**Number:** 04.A.04 AP

### Policy Statements

- A. The Texas Legislature has established a program of faculty development leave (FDL) “to improve further the higher education available to the [students] at the state-supported colleges and universities and to establish this program of faculty development leaves as part of the plan of compensation for the faculty of these colleges and universities” (see V.T.C.A. Education Code, Chapter 51, Subchapter C). The Texas Legislature has not, however, funded a faculty development leave program.
- B. In the absence of state-funded FDL, the University of Houston – Clear Lake will regulate and administer its own FDL program in accordance with state law and the availability of funding.
- C. Faculty development leave is intended to enable faculty to accomplish work not possible at the home institution or concurrent with normal duties. Examples of such work include but are not limited to:
  - 1. completing or advancing a research project to the point of submission and publication in scholarly journals;
  - 2. completing a scholarly book;

3. conducting laboratory or field research, documentary, or study at a remote location;
4. completing creative activities comparable to exhibition or performance;
5. writing or submitting a substantial grant proposal for external funding;
6. organizing an academic conference; and
7. other scholarly activity of comparable importance.

## **Eligibility**

- A. All full-time faculty members at the University of Houston – Clear Lake with at least three academic years of service are eligible to apply for an FDL for either one academic year at one-half salary or for one long semester at regular salary. Although eligible to apply, tenure-track faculty are not expected to apply for FDL to meet their tenure requirements.
- B. A full-time faculty member becomes eligible for an additional FDL after completion of three years of academic service following the end of the previous FDL.
- C. As stated in the enabling legislation, faculty may request development leave to engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to the applicant, the institution, its students, and society in general. Development leave is not available to support completion of an advanced degree.
- D. Faculty Development Leaves are not an entitlement. They are awarded on a competitive basis and will go to those faculty who, in the judgement of their college committee, Dean, and the Senior Vice President for Academic Affairs and Provost, demonstrate the

greatest potential for scholarly accomplishment and professional development during the period of the leave. Major criteria which affect the determination for granting a leave are the applicant's previous accomplishments, outcomes from any previous FDL, the quality of the proposal submitted, and the potential contributions the completion of the proposal would make to the faculty member's professional development as well as to the mission and programs of the applicant's college.

### **Procedures for Application and Selection**

- A. Each college will establish a Faculty Development Leave Committee. The manner of selection and the size of committee will be left to the discretion of the faculty of the individual college.
- B. The application should include, but is not limited to, the following:
  - a. Detailed description of and history of the proposed work that will enable the faculty member to engage in study, research, writing and similar projects for the purpose of adding to the knowledge available.
  - b. Specifics on the outcomes and/or deliverables to be presented at the completion of the leave.
  - c. Limited to 3 single-spaced pages.
- C. By September 15 of the year prior to the academic year in which leaves are being considered, the Provost's office will announce the number of funded development leaves in each college. By state law, the total number may not exceed six percent of the full-time faculty employed by the university. The number allocated to each college should be proportional over time to the number of full-time faculty in each college, with

each college receiving at least one per academic year.

- D. By October 15 of the year prior to the leave the applicant will submit an application to their respective college's FDL Committee. The application should indicate the semester of leave desired, or the full year, as applicable.
- E. Each college's Faculty Development Leave Committee will review each development leave proposal and evaluate each on the basis of the applicant's previous accomplishments (in teaching, research and service; since last FDL if applicable), outcomes from any previous FDL, the quality of the proposal submitted, and the potential contributions the completion of the proposal would make to the faculty member's professional development as well as to the mission and programs of the applicant's college. Other criteria can be applied by the committee, as agreed upon by the college.
  - a. Preference should go to any faculty member who was awarded FDL by the Provost's office the previous year, but was unable to use the FDL due to extenuating circumstances. The rank of an approved, but not awarded, application from a previous year should not affect the evaluation of a new proposal by a candidate, even if the candidate submits the same proposal application. Each year's pool is a new pool.
  - b. If two proposals are otherwise equivalent on their merits, preference should go to the faculty member with the longest period of time since last receiving FDL, or who has not previously received one.
- F. By November 15, each college's FDL Committee will advance to their respective Dean a set of approved and ranked proposals. To allow for substitutions, it is recommended the

committee advance all approved proposals in their ranked list, even if that number is more than the maximum number being funded.

- G. The Dean of each college may nominate up to the maximum number of funded proposals and shall forward those nominations to the Senior Vice President and Provost by December 15 and notify the nominee and the nominees' department chairs to give them sufficient notice for planning. It is the responsibility of the College to find replacement instructors, as needed. If for some reason a proposal nominated by the Dean is unable to be granted, another proposal may be forwarded by the Dean as a substitute, based on the ranked list forwarded by the committee.
- H. The Provost shall inform the colleges of final awards by February 1.

### **Conditions of the Program**

- A. A faculty member may have a development leave for one academic year at one-half of regular salary, or for one semester at full salary. An academic year is defined as the nine-month regular session, as no leaves are authorized during summer sessions.
- B. A faculty member will sign an agreement to serve two long semesters with the university after completion of the leave. Included in the agreement will be a clause requiring the faculty member to reimburse the university in the amount received as salary and fringe benefits from the state while on leave if they should fail to fulfill the year of service after the leave. Death or permanent disability attested to by a medical doctor will constitute reason for exemption.
- C. Faculty members on development leave have no other teaching, service, or research assignments, but are expected to make provisions for supervising their students engaged in thesis, dissertation, or related work during the leave. The leave is designed to give the faculty member time and control to achieve the goals outlined in the

development leave application.

- D. A faculty member on development leave will retain the right to and eligibility for benefits, programs, and all other rights of a faculty member.
- E. A faculty member on development leave may accept a grant to cover costs for study, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation; or from any federal, state, or local governmental agency. However, a faculty member on development leave may not accept employment from any other person, institution, corporation, or government, unless the UH System Board of Regents determines that it would be in the best public interest to do so and expressly approves the employment.
- F. After the completion of the FDL the faculty member will file a report with the Dean along with the Senior Vice President and Provost with a copy to the Chair of the Faculty Development Leave Committee. The report should describe how the leave enhanced the faculty member's professional advancement and added to the faculty member's knowledge and ability related to study, research, writing and similar projects. The report will provide specific details on the outcomes and/or deliverables described in the application.

## Revision Log

Revision Number: 1

- Approval Date: 05/04/2015
- Description of changes: Policy Created & Approved

Revision Number: 2

- Approval Date: 11/11/2021

- Description of changes: Policy amended to change the allocation of leaves between colleges.

Revision Number: 3

- Approval Date: 09/26/2024
- Description of changes: Policy amended to clarify expectations for reporting on FDL after the fact. Also includes more structure for the initial application.

## **Approval**

Approved by:

*/Dr. Christopher Maynard/*

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**Senior Vice President of Academic Affairs and Provost**

*/Dr. Richard Walker/*

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**President**

*September 26, 2024*

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**Date**