

# SAP 12.99.01.T0.01 Faculty Development Leave Program



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## Procedure Summary

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Professionally active faculty members are essential for the intellectual vitality of Tarleton State University (Tarleton or university). To enable faculty members to engage in study, research, writing, and similar projects, the Faculty Development Leave Program will operate according to the guidelines in this standard administrative procedure (SAP). This procedure provides guidance specific to Tarleton for the implementation of a faculty development leave program in accordance with the Texas Education Code, *Section 51.102* and The Texas A&M University System (system) Regulation *12.99.01 Faculty Development Leave*.

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## Procedures and Responsibilities

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### 1. Purpose and Objectives

- 1.1. Faculty development leave enables a faculty member to engage in study, research, writing and similar projects for the purpose of adding to the knowledge available to the faculty member, the students and academic institution, and society (System Regulation 12.99.01).
- 1.2. Faculty development leave at Tarleton shall be used to accomplish one or more of the following objectives:
  - 1.2.1. Contribute to knowledge in the faculty member's discipline;
  - 1.2.2. Enhance the faculty member's research, scholarship, or creative work;
  - 1.2.3. Enhance the faculty member's teaching effectiveness;
  - 1.2.4. Contribute to the university's broader strategic initiatives; and/or
  - 1.2.5. Add to the reputation of the university.

## 2. Faculty Eligibility

- 2.1. Eligibility for faculty development leave is addressed in System Regulation 12.99.01. Eligibility requirements specific to Tarleton are listed below.
  - 2.1.1. Faculty members who hold administrative positions are eligible for faculty development leave but must relinquish their administrative position while on leave. They are not guaranteed a return to their administrative position upon their return from faculty development leave.
  - 2.1.2. At least six years of service since their last development leave; and
  - 2.1.3. Timely submission of an acceptable faculty development leave report that includes an evaluation of the success of the leave's outcomes following any previous leave(s).

## 3. Application and Selection Process

- 3.1. The application for faculty development leave is available on [Academic Affairs' Faculty Resources webpage](#).
- 3.2. An applicant must submit a completed application to the appropriate department head by September 15 for leave occurring the following academic year.
- 3.3. Upon receipt by the academic department, the application will be routed through the department head, dean, and provost for administrative evaluation. Each administrative officer shall have one week to make a recommendation, forwarding the application packet and previous reviewers' recommendation to the next level of review. Any negative recommendation shall include an explanation by the reviewer for consideration by subsequent reviewers.
- 3.4. Impact of the leave on the applicant's department or program and other pertinent information should be addressed in the department head's recommendation.
- 3.5. Criteria included in the administrative evaluation of applications and Faculty Development Leave (FDLC) ranking of applicants:
  - 3.5.1. Intellectual merit of the proposal;
  - 3.5.2. Alignment with one or more of the objectives listed in Section 1.2;
  - 3.5.3. Perceived likelihood that the faculty member will successfully complete the proposal;
  - 3.5.4. Financial impacts to the academic unit; and
  - 3.5.5. Seniority in the case of multiple applications from an academic unit.

- 3.6. At any point in the review, ranking and selection process, applicants may be called for an interview when clarification is needed.
  - 3.7. The provost will forward applications receiving a positive recommendation to the Faculty Development Leave Committee (FDLC) for ranking.
4. Faculty Development Leave Committee (FDLC)
    - 4.1. The FDLC is chaired by the current president of the Faculty Senate and is comprised of one tenured faculty member from each college.
    - 4.2. Members are elected by the general faculty. The Faculty Senate conducts elections during April, polling faculty from each academic college to determine its representative.
    - 4.3. Members elected in April begin their terms the next academic year, beginning in September.
    - 4.4. Faculty members are not eligible for faculty development leave during their tenure on the FDLC.
    - 4.5. FDLC members serve for three-year terms, with member terms being staggered such that all members' terms do not end simultaneously.
    - 4.6. When committee vacancies occur, the Faculty Senate designates a replacement to fill the unexpired term.
    - 4.7. The Faculty Senate president is responsible for all matters pertaining to the election of FDLC members and submission of committee ranking to the provost.
  5. Recommendations and Approval of Faculty Development Leave
    - 5.1. Upon receiving the FDLC ranking, the provost will make recommendations to the president for final decision.
    - 5.2. Positive recommendations by the president will be submitted to the chancellor who will make recommendations to the Board of Regents for approval.
    - 5.3. Upon notification of Board of Regents approval, the provost will provide written notification to applicants approved for faculty development leave, the FDLC, and Employee Services.
      - 5.3.1 Employee Services will provide guidance related to employment and benefits perspectives to the faculty member, their departments, and Academic Affairs, as necessary.
    - 5.4. Applicants not receiving developmental leave may apply in succeeding years but must formally reapply with updated documentation.
    - 5.5. The recommendations of the provost and president are not subject to appeal.

## 6. Conditions of the Faculty Development Leave

- 6.1. Faculty members granted faculty development leave will adhere to requirements outlined herein and within System Regulation 12.99.01.
- 6.2. Awarding of faculty development leave is dependent upon the availability of funds as well as the extent to which proposed leave requires funding. Appropriate funding for faculty developmental leave is described in System Regulation 12.99.01.
- 6.3. Faculty development leave is granted for one academic year at one-half the faculty member's 9-month salary, or for one-half an academic year at the faculty member's full 9-month salary.
- 6.4. Faculty members must sign an agreement to serve one full academic year after completion of the leave and will be required to reimburse the university in the amount they receive as salary and fringe benefits if they should fail to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor would constitute reason for exemption, or an equivalent condition as judged by the provost.
- 6.5. Within three months of their return from leave, recipients of faculty development leave must provide a written report of their activities to their respective department head, assessing their project's contribution to the institution and the success of the leave relative to the stated objectives in their application. The department head shall route the report to the dean, who shall submit it to the provost. Recipients will also conduct a forum for discussion with faculty from their respective colleges. A copy of the written report, and the agenda for the college discussion, shall be submitted to the FDLC, which will report the recipient's work to the Faculty Senate at its September meeting following the conclusion of the leave.
- 6.6. Reporting shall be considered in the faculty member's annual evaluation following their return from faculty development leave. Reporting shall also be included in the evaluation of any future applications for faculty development leave.

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## Related Statutes, Policies, or Requirements

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[Texas Education Code, Section 51.102](#)  
[Texas Insurance Code 1601.201](#)  
[System Regulation 12.99.01 Faculty Development Leave](#)

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## **Definitions**

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**Academic year** – the nine-month period contained in the fall and spring semesters; development leave is not authorized for summer sessions.

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## **Contact Office**

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Office of Curriculum, Assessment and Faculty Affairs  
254.968.9598