

1. PURPOSE

The purpose of this policy is to meet the objectives of faculty development as outlined in the Texas Education Code, Sec. 51.102, to provide a sound program of faculty development leaves of absence designed to enable the 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 the institution. The legislature's purpose in establishing the faculty development leave program is to improve further the higher education available to the youth 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.

2. ELIGIBILITY

- 2.01 For purposes of this policy, "faculty member" means a person who is employed by Sam Houston State University on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. This term does not include a person employed in a position which is in the institution's classified personnel system.
- 2.02 Faculty members are eligible to receive a Faculty Development Leave when they have completed seven consecutive years of academic service with Sam Houston State University.
- 2.03 Faculty members are also eligible to receive a Faculty Development Leave when they have completed a minimum of six consecutive years of academic service with Sam Houston State University since receiving an award of a Faculty Development Leave.
- 2.04 Under unusual circumstances, the President may grant Faculty Development Leave duty when it is considered in the best interest of the University.

3. THE FACULTY DEVELOPMENT LEAVE COMMITTEE

- 3.01 The Faculty Development Leave Committee (FDLC), which shall consist of nine tenured faculty members, shall be elected by a vote of the general faculty from nominations submitted by the University Faculty Senate (UFS) at an election conducted by the UFS. Elections will be held in a timely manner in order that the committee may commence its work in September of each year.

- 3.02 The initial election to be held immediately upon approval of the policy shall be for all nine members, who shall after election, determine by lot, which three members shall have one-, two-, and three-year terms respectively.
- 3.03 All subsequent elections shall be for three-year terms.
- 3.04 Should a vacancy occur on the FDLC, the UFS shall designate a replacement to fill the unexpired term.

4. THE APPLICATION AND SELECTION PROCESS

- 4.01 The Faculty Development Leave Committee will provide to the Provost and Vice President for Academic Affairs recommended application deadlines each fall for the spring awarding of development leaves; the Office of Academic Affairs will notify the faculty of the dates as provided. Normally the application deadline will be no later than November 1 of the fall semester, and faculty will be notified of development leave awards by March 1.
- 4.02 A Faculty Development Leave application packet is attached to this policy.
- 4.03 Applicants will submit their completed applications to the chair/director of the academic unit in accord with the deadline established by the Faculty Development Leave Committee.
- 4.04 Upon receipt of applications by the appropriate academic unit, further routing will be as follows: dean or director for comments, Office of the Provost and Vice President for Academic Affairs for compilation, and FDLC for ranking. Each administrative officer will have one week to comment and forward or forward without comment.
- 4.05 The Provost and Vice President for Academic Affairs will review and forward the rankings to the President. Upon recommendation of the President and subject to action by the Board of Regents, the President will provide written acknowledgment of Board action to all applicants and the FDLC.
- 4.06 If the conditions under which the proposed development leave was approved should change, the Provost should be notified within a reasonable time. If the new circumstances require a substantial change in the project, the VPAA will refer the matter to the Faculty Development Leave Committee for recommendation.

- 4.07 In order to be considered for future Faculty Development Leaves, applicants not receiving development leaves must submit updated applications for reconsideration for any succeeding semester(s).

5. CRITERIA USED BY THE FACULTY DEVELOPMENT LEAVE COMMITTEE

- 5.01 The FDLC determines and reports to the Provost and Vice President for Academic Affairs the criteria to be used in making its selection recommendations.
- 5.02 The current criteria are those cited in Chapter 51, Section 51.103 of the Texas Education Code:

On the application of a faculty member, the governing board of an institution of higher education may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purpose, to a faculty member if the board determines that the faculty member is eligible by reason of service, that the purpose for which a faculty development leave is sought is one for which a faculty development leave may be granted, and that granting the leave will not place on faculty development leave a greater number of faculty members than that authorized.

6. CONDITIONS OF THE PROGRAM

- 6.01 Faculty members may have a Faculty Development Leave for one academic year at one-half their regular salary, or for one-half academic year at their full salary. (An academic year is defined as the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.)
- 6.02 Faculty members having signed a legal agreement to serve one full academic year after completion of the leave shall be required to reimburse the university in the amount they receive as salary and fringe benefits from the state while on leave if they should refuse to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor will constitute reason for exemption.
- 6.03 Faculty members on Faculty Development Leave will retain their rights and eligibility for benefits to hospitalization, medical insurance, income protection, life insurance, and other such programs in force for full-time

faculty members. The university administration shall cause to be deducted from their salaries the members' cost of such programs as are legal.

- 6.04 Within three months of their return from leave, recipients of Faculty Development Leaves must submit a written report of their activity to the appropriate chair and dean.

7. FINANCIAL SUPPORT

- 7.01 Appropriated funding for faculty development leaves is authorized by Title 3, Chapter 51, Section 51.105 of the Texas Education Code:
- a. "The governing board may grant to a faculty member a faculty development leave either for one academic year at one-half of his regular salary or for one-half academic year at his full regular salary. Payment of salary to the faculty member on faculty development leave may be made from the funds appropriated by the legislature specifically for that purpose, or from such other funds as might be available to the institution.
 - b. A faculty member on faculty development leave may accept a grant for study, research, or travel from any institution of higher education or governmental agency. A faculty member on faculty development leave may not accept employment from any other person, corporation, or government, unless the governing board determines that it would be in the public interest to do so and expressly approves the employment."
 - c. It is not required that faculty members obtain matching funds to be eligible for development leave; however, faculty members who are granted development leave are encouraged to seek additional funding from authorized and appropriate external sources.
- 7.02 Under Title 3, Chapter 51, Section 51.106 not more than six percent of the faculty members of any institution of higher education may be on faculty development leave at any one time.

Attachment 1

Attachment 2

Attachment 3

Attachment 4

APPROVED: _____/signed/

James F. Gaertner, President

DATED: _____09/30/03

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date March 28, 1980
Reviewer(s): Academic Policy Council

Review Cycle: March 1, ONY*
Review Date: March 1, 2005

Approved: _____/signed/_____
 David E. Payne
 Provost and Vice President
 for Academic Affairs

Date: _____09/30/03_____

*ONY = Odd Numbered Year