

1. GENERAL

Sam Houston State University is committed to providing faculty development opportunities whenever feasible including in administrative areas as well as the more traditional areas of professional study and research.

2. PURPOSE

2.01 The purpose of the Faculty Administrative Leave Program is to provide an opportunity for a member of the tenured or tenure-track faculty, through a released-time arrangement, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time.

2.02 For purposes of the implementation of this policy, the administrative areas for possible leave assignment shall include the offices of the President, the Provost and Vice President for Academic Affairs, the Vice President for Enrollment Management, the Vice President for Finance and Operations, the Vice President for Student Services, the Vice President for University Advancement, the academic deans, and the chairs, coordinators, and directors of academic units. Opportunities for these leaves will be made known by the respective offices.

3. NATURE

3.01 Each leave participant will carry the equivalent of a full teaching load as defined in the current University Faculty Workload Policy. Accordingly, the load will be defined to include a specified unit of released time for purposes of the leave.

3.02 The source of funding for the released time will be provided by the administrative area allocating the leave.

4. APPLICANT SELECTION PROCESS

4.01 Faculty interested in participating in the Administrative Leave Program will apply to have their names considered when opportunities become available.

4.02 The application shall include:

- a. A current comprehensive professional vita

- b. A signature sheet bearing evidence that the appropriate department/school chair and academic dean have approved the application
 - c. A one-page statement indicating why the applicant is interested
- 4.03 The administrative area allocating the leave will develop a written recommendation addressing the award of the leave including outlining the duties to be carried out.
- 4.04 All leaves shall be subject to approval by the Provost and Vice President for Academic Affairs, the President, and the Board of Regents.

APPROVED: < signed >
Dana G. Hoyt, President

DATE: 1/29/18

CERTIFICATION STATEMENT

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

Original:	February 15, 1980	Review Cycle:	Five years*
Reviewer(s):	Council of Academic Deans	Review Date:	Fall 2021
	Faculty Senate		
	Academic Affairs Council		

Approved: < signed > Date: 1/29/18
Richard Eglsaer
Provost and Vice President
for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.