

POLICY GUIDELINES
FACULTY DEVELOPMENT LEAVE PROGRAM
Fall 2018-Spring 2019 (FY'19)

- All proposals for faculty development leave will be evaluated at the college or library level by a committee that will include faculty representation. Proposals endorsed by the deans will be submitted to the Office of the Provost through the dean of faculties for further review by the University Faculty Development Leave Committee. This committee is comprised of one elected faculty member from each college and the library, and chaired by the dean of faculties. The committee will make recommendations for leave recipients to the provost, who will forward her/his recommendations to the Board of Regents for final approval.
- In any academic year, a college or the library may not submit for approval the names of more than 6 percent of their tenured faculty members. The number eligible faculty per college can be found on Table 1.

Table 1. Number of proposals allowed per college

College	Allocation
Agriculture and Life Sciences	15
Architecture	4
Bush School of Government & Public Service	1
Education and Human Development	5
Engineering	19
Geosciences	4
Law School	2
Liberal Arts	17
Mays Business School	4
Science	13
Veterinary Medicine & Biomedical Sciences	6
University Libraries	2
Texas A&M at Galveston	2
Medicine	3
Dentistry	2
Nursing	1
Pharmacy	1
School of Public Health	2

- It is expected that faculty development leave will be funded from college or library sources; however, supplemental funding will be provided by the Office of the Provost through the dean of faculties. Supplemental funding will be equitably distributed among the colleges and library.
- Faculty development leave will be funded at full pay for one semester or one-half pay for two semesters. Faculty members on development leave may accept grants for study, research or travel, but may accept employment from other institutions or sources only under certain conditions.
 - 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
 - Faculty members may combine a two-semester study leave at half pay with half-time employment.

In general, this may be done only as long as the combined pay for the entire year does not exceed 100 percent of the faculty member's salary.

Any arrangement which leads to total pay in excess of 100 percent of the faculty member's salary, excluding reimbursed housing or transportation expenses, requires Board of Regents approval.

- Each leave recipient **must** submit a **report** to the Office of the Dean of Faculties **by the conclusion of the first long semester after returning from leave**. This report is submitted through the DOF portal (<https://dofportal.tamu.edu>) and should explain activities undertaken while on leave, the benefits to both the faculty member and the institution, and impacts. The Office of the Dean of Faculties will forward a copy of the report to the department head and college dean.

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The Association of Former Students*



Checklist for FDL Eligibility

A minimum of two consecutive academic years of service in a tenured or tenure track full-time faculty position in The Texas A&M University System at the time leave is to begin
Tenured status at the time leave is to begin
Commitment to resume full-time faculty status at Texas A&M University for at least two semesters following the conclusion of the leave. IMPORTANT: Applicants must check the appropriate box on the application to indicate their agreement with this requirement
Commitment to submit an electronic faculty development achievement report at the end of the long semester following the conclusion of the leave. IMPORTANT: Applicants must check the appropriate box on the application to indicate their agreement with this requirement
Not having been on a faculty development leave in the five-year period immediately preceding the requested start date for the leave. The five-year clock begins in the next academic semester after the previous leave has been completed (5 years = 10 semesters). To be eligible for Fall 2018 or Fall 2018-Spring 2019, any previous FDL must have been completed before of by the end of Spring 2013. To be eligible for Spring 2019 leave, previous leave must have been completed by the end of Fall 2013.

Faculty Development Leave Proposals

Faculty development leave proposals must include:

Brief abstract (100 words maximum). In **lay terms** describe the nature and purpose of the proposed development leave. This will be forwarded to the Board of Regents along with the university's recommendation and request to approve the leave. These abstracts are limited to 100 words, must be written in the third person, **should be written for an educated layperson**, and must include:

- Place where leave will take place
- Activities that will take place during the leave
- Benefits of the leave to:
 - Research program
 - Students/teaching
 - Department, college and/or university
- Expected impacts (**should be focused on effects beneficial to the University**)

**Note: the abstract should not be composed of bullet points; the outline provided above is for guidance in composition only.*

- Please make sure that the abstracts meet the criteria set on the guidelines, as this is what is submitted to the Board of Regents for their approval. Abstracts that do not meet these standards will be returned to the faculty member who is applying for leave to be re-written. If the deadline for submitting the FDL application has passed, or if the re-written abstract is not satisfactory to the committee, the faculty member may be denied leave.
- **Detailed proposal (500-700 words)** describing the what, when, where and why of the proposed faculty development leave.

- **Benefit statement.** Detailed description of benefits to the university and faculty member (**300-500 words**). This section should especially focus on effects beneficial to the University, rather than on effects beneficial to the applicant. Describe how the leave will benefit and/or have an impact on:
 - Research program
 - Students/teaching
 - Department, college and/or university
- **Letters of support.**
 - **Two (2) letters of support** are required and must be submitted as PDFs with the proposal.
 - At least **one (1) letter must be from outside Texas A&M University.**
 - Letters must address the scope of the leave and the benefits of the leave to the individual and the field. The committee will accept letters in e-mail form.
 - If the applicant proposes leave activity that entails significant activity/time at an outside institution or access to an individual's lab (does not include public libraries, etc), a letter of invitation from the institution/individual **IS REQUIRED** in addition to the other two letters of support. If a letter of invitation is not provided for those proposals that include leave at an outside institution, the leave proposal **will not** be approved.
- **Curriculum vitae.** A *two-page* CV must be submitted with the proposal as a PDF.

Submission of Applications

WHERE TO APPLY: To submit a proposal, visit the FDL portal: dofportal.tamu.edu. You must log on using your NETID and password. **The portal will begin accepting submissions on August 21, 2017.**

APPLICATION DEADLINE: **Each department and college will have specific internal submission deadlines.** Please check with your department head regarding internal deadlines.

Evaluation Criteria

The University Faculty Development Leave Committee will use the following criteria when evaluating faculty development leave proposals:

Purpose of leave	Is the purpose of the leave congruent and valid?
Previous leave report	Any previous leave reports are on file at the Office of the Dean of Faculties
Leave period and goals	Goals of the project are appropriate for the leave time requested
Abstract	The abstract, written in lay terms , concisely states location, purpose, activity, benefits and impacts of leave. Statement conveys sufficient information by itself.

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Description of project	The request is clearly written in lay language, with important technical terms explained. The project is described in enough detail that a reviewer could, from a single reading, explain the project to another person. The description of the leave stands alone and does not need supplementary information for the reviewer to understand the project. URLs or appendices are not accepted.
Benefit statement	Statement provides details on how the leave will benefit all parties listed in the prompt and what impacts are expected. Benefits and impacts are clearly described and reasonable. This section should especially focus on effects beneficial to the University, rather than on effects beneficial to the applicant.
Letters of support	At least two (2) letters of support are required and must be included with the leave request. At least one letter must be from outside of Texas A&M. Invitation letter must be included if the leave takes place at an outside institution. Letters must address the scope of the leave and the benefits of the leave to the individual and the field.
Writing style (grammar, spelling, punctuation) – this is an overall assessment of all parts of the application	The leave request is written in a way that is clearly understandable and well-organized. There are no, or minimal, spelling and grammatical errors.

Any exceptions to these guidelines require the advance approval of the Dean of Faculties.

PROCEDURES FOR DEANS AND DEPARTMENT HEADS

GENERAL INFORMATION

- To be eligible, a faculty member must have served at least two years in a tenured or tenure-track faculty position in the Texas A&M System. They must be tenured at the time the leave begins.
- If a faculty member being forwarded for FDL has been at Texas A&M for less than five 5 years, the dean must provide an additional letter with the package that details the individual's service to Texas A&M, and explains the reasons why the leave is being sought at this time.
- Individuals submitting their applications in Fall 2017 seek FDL for Fall 2018 and/or Spring 2019.
- There must be a five-year gap between FDLs. To be eligible for Fall 2018 or Fall 2018-Spring 2019, any previous FDL must have been completed before of by the end of Spring 2013. To be eligible for Spring 2019 leave, previous leave must have been completed by the end of Fall 2013.

INSTRUCTIONS FOR DEPARTMENT HEADS

1. Check with your dean for the college deadline and inform your faculty of the date by which they must submit their application materials to the department.

All faculty members must complete their application online at <http://dofportal.tamu.edu>. Once an application is submitted by a faculty member in your department, you will be notified and asked to review and recommend or not recommend the application.

2. Review the FDL applications.

Notifications to department heads will include the name of the faculty member and the link to the FDL website (<http://dofportal.tamu.edu>). You must log on using your NETID and password. The main page will show a list of all the applications pending approval. You can click on each application to view it as an HTML or PDF file. You must answer **the following questions:**

- a) Does the abstract meet the Board of Regents' guidelines?
- b) How will the applicant's proposed leave plan assist the applicant's professional development?
- c) How will the proposed development plan impact the applicant's department, college and the university?
- d) Does the applicant have the required qualifications to accomplish the stated goals and is the plan feasible?
- e) Will the department incur any cost for granting this faculty development leave?
- f) If you answered "Yes" above, please explain what the plans are for funding the development leave (e.g., funding required to hire a replacement lecturer).

These questions provide an evaluation of each applicant's leave request, as well as an agreement that the cost of the leave will be funded by departmental and/or college resources. Remember that only minor funding is provided to the colleges from central sources for the FDL program. **Please note that the answers to these questions will provide a guide for the FDL Committee's final deliberations – they should be constructive and informative.**

After answering the questions you will have to select **"Recommend"** or **"Do Not Recommend."**

IMPORTANT: If an application is not being recommended, the department head or delegate must indicate the reasons for rejecting the application.

IMPORTANT: *Applicants with joint appointments must have all the relevant department heads and deans (if intercollegiate) fill out the required questions (i.e., one from each department/college).*

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3. Departmental reviews, evaluations and recommendations.

Department heads *may* delegate the review, evaluation and written recommendation for development leave applications to a properly constituted faculty committee.

4. Submit the application to your dean.

Once the department head or delegate submits the recommendation and/or rejection, email notifications of the decision will be sent to the faculty member and dean.

INSTRUCTIONS FOR DEANS

IMPORTANT: Complete FDL proposals (including approval by department head and dean) *must be received by the dean of faculties no later than noon on Friday, October 18, 2017. Late or incomplete applications will not be considered.*

The table below (Table 1) indicates the maximum number of proposals (6 percent of the tenured faculty in the college) each college will be allowed to forward for review and recommendation by the university-level FDL committee. We recommend that colleges wait to approve their FDL proposals until they have reviewed their complete set of applications.

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Science	13
Veterinary Medicine & Biomedical Sciences	6
University Libraries	2
Texas A&M at Galveston	2
Medicine	3
Dentistry	2
Nursing	1
Pharmacy	1
School of Public Health	2

The college criteria used to select which applications are put forward must be transparent, and faculty must be informed of these criteria.

1. Deans must inform department heads and faculty of the date by which they must submit their application materials to the college

Give yourselves a reasonable amount of time to review and process the applications.

2. Review the FDL applications

All proposals for FDL will be evaluated at the college and library level **by a committee that will include faculty representation**. Each application in the online system may be viewed as an HTML or PDF file. Colleges may receive more applications than their allotted maximum. **Colleges must decide *a priori* which criteria they will use to rank order the applications so that they can select which of the eligible applications are sent forward. Do not approve more applications than the total number allotted to your college.**

3. Review the FDL applications online

After the department heads make a recommendation on each application, an email will be sent to deans or their delegates, which will include the name of the faculty member and the link to the FDL website (dofportal.tamu.edu/fdl.aspx). You must log on using your NETID and password. The main page will show a list of all the applications pending approval. You can click on each application to view it as an HTML or PDF file. The dean or their delegate can add comments to their department heads' input regarding each application.

Please note that the comments will provide a guide for the FDL Committee's final deliberations – they should be constructive and informative. Please pay particular attention to whether the abstracts meet the Board of Regents criteria before approving any proposals for leave.

After adding comments, if needed, please select **“Recommend”** or **“Do Not Recommend.”**

IMPORTANT: If an application is not being recommended, the dean or delegate must indicate the reasons for rejecting the application.

IMPORTANT: Applicants with joint appointments must have all relevant department heads and deans (if intercollegiate) approve the leave.

4. Submission of the application to the Office of the Dean of Faculties

Once an application has been reviewed and recommended or not recommended, an email will be sent automatically to the faculty member and the department head notifying them that their application has been reviewed. All approved applications will be automatically forwarded to the Office of the Dean of Faculties.

Administrative questions related to the organization and submission of application packages to the Office of the Dean of Faculties may be addressed to Sandra Harnden (cs811@tamu.edu) in the Office of the Dean of Faculties at 979-845-4274.

Questions regarding eligibility and benefits may be address to the college representative on the Faculty Development Leave Committee or to John August, Dean of Faculties, dof@tamu.edu (or 979-845-4274)

University Faculty Development Leave Committee

POSITION	FIRST NAME	LAST NAME	COLLEGE	DEPARTMENT	PHONE	EMAIL
Chair	John	August	Dean of Faculties & Associate Provost	Dean of Faculties	(979) 845-4274	dof@tam.u.edu
	Dirk	Hays	Agriculture & Life Sciences	Recreation, Parks and Tourism Sciences	(979) 458-0032	dbhays@tam.u.edu
	Geoffrey	Booth	Architecture	Landscape Architecture	393-8111	geoffreybooth@tam.u.edu
	Ann	Bowman	Bush School	Public Service and Administration	862-4779	abowman@bushschool.tam.u.edu
	Jian (Jerry)	Feng	Dentistry	Biomedical Sciences	(214) 370-7235	jfeng@bcd.tamhsc.edu
Vice-Chair	Lynn	Burlbaw	Education & Human Development	Teaching, Learning & Culture	845-8384	burlbaw@tam.u.edu
	Debjyoti	Banerjee	Engineering	Mechanical Engineering	(979) 845-4500	dbanerjee@tam.u.edu
	Hongbin	Zhan	Geosciences	Geology and Geophysics	(979) 862-7961	zhan@tam.u.edu
	Steve	Oberhelman	Liberal Arts	International Studies	(979) 845-2124	s-oberhelman@tam.u.edu
	Leonard	Bierman	Mays Business	Management	(979) 845-3233	lbierman@mays.tam.u.edu
Vacant			Medicine			
	Mohammad	Nutan	Pharmacy	Pharmaceutical Sciences	(361) 221-0793	mnutan@pharmacy.tamhsc.edu
	Susan	Fortney	School of Law		(817) 212-3902	sfortney@law.tam.u.edu
	Genny	Carrillo	School of Public Health	Environmental and Occupational Health	(956) 668-6321	gcarrillo@tamhsc.edu
	Igor	Lyuksyutov	Science	Physics and Astronomy	979-845-7773	lyuksyutov@tam.u.edu
	James	Ryan	Texas A&M at Galveston	Liberal Studies	409-740-4498	ryanj@tam.u.edu
	Joel	Kitchens	University Libraries		(979) 862-1051	jdkitchens@library.tam.u.edu
	Joe	Arosh	Vet. Medicine & Biomedical Sciences	Veterinary Integrative Biosciences	(979) 845 6173	jarosh@tam.u.edu
Liaison	Sandra	Harnden	Dean of Faculties & Associate Provost		845-4274	csh811@tam.u.edu

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