

**FACULTY DEVELOPMENT LEAVE
APPLICATION PROCEDURES
FY11**

For Leaves Taking Place Between September 1, 2010 and May 31, 2011

All applications must be forwarded from the College to the Office of the Dean of Faculties and Associate Provost by Monday, December 7, 2009; however, your department and college will have deadlines earlier than this date. Please check with your departmental office for your application due date.

INSTRUCTIONS FOR FACULTY MEMBERS

- A. Read the FY11 Policy Guidelines found at <http://dof.tamu.edu/faculty/fdl/>.
- B. As a package, electronically submit to your department a completed and signed application form, and all of the required supporting materials listed below by visiting the online application website at <http://fdl.tamu.edu/>. *Note: Your department may provide additional guidelines. Please follow their instructions for submission.*

The following materials must be submitted in the Package:

1. *A completed, official application form.* (Required) Do not generate personalized forms, or handwrite your application. Do not exceed the characters/word limits -- especially in describing the proposed project. Do not attach additional pages other than those listed below. The application can be found linked on the Dean of Faculties & Associate Provost website at <http://dof.tamu.edu/faculty/fdl/> or directly at <http://fdl.tamu.edu/>. Once it is completed, you will need click on "Submit" to forward you application to your department head and dean for approval.
2. *Two or three letters of support from peers—one must be from outside of Texas A&M.* (Required) These letters must indicate the value of the proposed leave, showing how it will enhance or elevate the field. *(Please ask recommenders not to limit content to a personal endorsement of the individual. The letter should also support the value of the leave activity for personal development, and for enhancement/ elevation of the field.)* At least one letter should be from a peer at another institution, laboratory, or institute who is knowledgeable in the proposed research area. Other letters may be from evaluators within or outside of the applicant's department, college, or institution.

A welcome letter or letter of invitation may serve a dual purpose as a recommendation letter if its content covers both needs. (See Item 4).

Letters may be directed to "Faculty Development Leave Committee," but should be sent from the writer directly to you.

Note: E-mail letters of support are also acceptable. A signature is not required on an email letter as long as a return e-mail address and other contact information for the recommender are included. Please make it clear to your recommenders that these letters are not to be considered confidential from the applicant.

3. *A short, updated vita or resume.* (Required) Limit CV to 2 pages (minimum 10-pt font). Include specific information about funding, publications, and current activities for the last five years. Your vita should include the following information:
 - a. Educational background from baccalaureate through post-doctoral degrees, with institution attended, dates, and degrees conferred.
 - b. Recent publications (with full citations) relevant to the current requested leave.
 - c. Other information relevant to your development leave application, such as:

- i. Membership in professional societies
 - ii. Honors and awards
 - iii. Professional work experience
 - d. A list of teaching/research/administrative responsibilities for present position
4. *Letter of invitation or welcome.* (For leaves taken away from campus.) If the leave or part of the leave is to be taken away from campus, at least one letter of invitation/agreement from the host institution or individual should be included. These letters may be directed to the Committee, as described for the required recommendation letters (Item 2 above), or may be directed and addressed to the applicant.

Additional Information about Faculty Development Leave (FDL):

- FDL may be used to advance or complete an existing project or line of work.
- FDL may be used to advance or complete an existing scholarly project or line of work, or to initiate a new scholarly effort. Scholarly efforts may be focused either on discipline-specific areas that enhance the mission of the applicant's department, or on efforts to enhance teaching and learning in the department.
- No TAMU workload assignment other than faculty development leave should be placed on the faculty member during the leave, with the exception of independent study or research courses for students who are currently being advised by the faculty member.
- If you have questions about the funding of your FDL, you should direct them to your department head and/or the dean of your college.
- Additional University resources are available:
 - The Division of Research and Graduate Studies has various funding programs that you might wish to also pursue. For additional information please visit their website at <http://rgs.tamu.edu/> or call 979-845-8585.
 - The Office of International Programs awards travel grants for international initiatives. For additional information please visit their website at <http://international.tamu.edu/> or call 979-845-3086.
- If you are planning to apply for a Fulbright Award, you should apply for a FDL in tandem with it.
- While you are on FDL, you must follow the appropriate regulations concerning sick leave and annual leave (See the Policy Guidelines). Please check with the HR or fiscal contact in your department with questions about your payroll and benefits while on leave. For payroll questions, you may contact University Payroll Services at 979-845-2711. For questions about benefits, please call Human Resources at 979-862-4970.
- Your college representative on the Faculty Development Leave Committee is available to assist you, and we recommend meeting the representative before turning in your application. The list of FDL Committee representatives appears below.

Questions concerning eligibility and general guidelines for FDL may be addressed to your College Representative on the Faculty Development Leave Committee (see list below) or to Erin Schneider, Senior Program Coordinator, Office of the Dean of Faculties & Associate Provost at 845-4274 or erinschneider@tamu.edu.

Faculty Development Leave Committee Members for 2009-10

Name	College	Department	Phone	Email	Location	Term Ends
Cepeda-Benito, Antonio (Chair)		Dean of Faculties & Associate Provost	5-4274	acb@tamu.edu	114 Henderson Hall	n/a
Ball, Judith	Veterinary Medicine	Pathobiology	5-7910	jball@cvm.tamu.edu	119 VMS	10
Bond, Jon	Liberal Arts	Political Science	5-4246	jonbond@tamu.edu	2071 Allen Bldg	12
Burlbaw, Lynn (Vice Chair)	Education	Teaching, Learning and Culture	5-6195	Burlbaw@neo.tamu.edu	330 Harrington	09
Choi, Seong "Gwan"	Engineering	Electrical & Comp Engineering	5-7486	gwanchoi@tamu.edu	333G WERC	11
Gardner, Wilford	Geosciences	Oceanography	5-3928	wgardner@ocean.tamu.edu	306D O&M	10
Harrell, Jeanne	Library	Acquisitions	2-1895	jeanneh@tamu.edu	301B Library Annex	10
Hays, Dirk	Agriculture	Soil & Crop Sciences	8-0032	dbhays@tamu.edu	220D Heep Ctr	12
Linton, Thomas	TAMU-Galveston	Marine Sciences	409-939-3800	t-linton@neo.tamu.edu	TAMUG	11
Saslow, Wayne	Science	Physics	5-4841	wsaslow@tamu.edu	Engi-Physics 521	11
Sen, Arun	Business	Information & Operations Mgmt	5-8370	Arun-sen@tamu.edu	301M Wehner	10
Tassinary, Louis	Architecture	Architecture	7-9351	ltassinary@archone.tamu.edu	202F Architecture	11
Administrative Resources						
Erin Schneider (Committee Liaison)		Dean of Faculties & Associate Provost	5-4274	erinschneider@tamu.edu	114 Henderson Hall	n/a