

**POLICY GUIDELINES
FACULTY DEVELOPMENT LEAVE PROGRAM
FY11**

1. All proposals for faculty development leave will be evaluated at the college and library level by a committee that will include faculty representation. Proposals endorsed by the Deans will be submitted to the Office of the Provost & Executive Vice President for Academics (through the Dean of Faculties & Associate Provost) for further review by a committee comprised of one elected faculty member from each college and the library, and chaired by the Provost's designee (the Dean of Faculties & Associate Provost). The committee will make recommendations for leave recipients to the Provost for final approval.
2. In an academic year, the number of faculty development leaves funded from all University sources normally may not exceed six percent (6%) of the total number of full-time, tenured faculty members within a college or the library.
3. It is expected that faculty development leaves will be funded from college or library sources. Supplemental funding from the Office of the Provost & Executive Vice President for Academics (through the Dean of Faculties & Associate Provost) will be allocated to designated colleges and the library. Factors considered in the allocation of supplemental funding will include college faculty workloads, unfilled faculty positions, and overall academic budgets.
4. Faculty development leaves will be funded at full pay for one semester or one-half pay for two semesters. Faculty members on development leaves 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 study leave at full pay with a one-semester employed position for the other semester of the academic year in which the study leave is taken, or they may combine a two-semester study leave at half pay with half-time employment. In general, this may be done only so long as the combined sources (study leave and teaching) do not exceed 100% of the faculty member's salary. Any arrangement which leads to total pay in excess of 100% of the faculty member's salary (excluding reimbursed housing or transportation expenses) requires Board of Regents approval.
5. Qualifications for receiving a development leave include the following:
 - a. A minimum of two consecutive academic years of service in a tenured or tenure track full-time faculty position in the Texas A&M System, at the time leave is to begin.
 - b. Tenured status at the time leave is to begin.
 - c. Expectation of resuming full-time faculty status at Texas A&M University for a period equal to, or greater than, the leave period, but for at least one academic year from the conclusion of the leave. Applicants must sign a statement to this effect on the application form.

- d. Not having been on a faculty development leave in the five year period immediately preceding the requested start-date for the leave. (This rule does not apply to funded leaves other than the Faculty Development Leave.) The five year clock begins in the next academic semester after the previous leave has been completed. Example: If a faculty member was on leave for only the fall semester of 2005, they will be eligible for faculty development leave again in Spring 2011. A faculty member who was on faculty development leave for Academic Year 2005-06 will be eligible again in Fall 2011.
6. Each leave recipient will submit a report to the college dean or director of the library by the conclusion of the first long semester after returning from leave. This report, not to exceed three pages in length, should explain activities undertaken while on leave and the perceived benefits to both the faculty member and the institution. A copy of each report will be forwarded to the Office of the Dean of Faculties & Associate Provost.
7. Any exceptions to these guidelines require the advance approval of the Dean of Faculties & Associate Provost.