

Example Abstracts for the Faculty Development Leave Program

Each faculty development leave (FDL) proposal is reviewed at the college or library level by a committee which includes faculty representation. Each application includes a brief abstract which is reviewed by the Board of Regents prior to approval of 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.*

Over the past several years, an increasing number of abstracts have been submitted which do not meet the Board of Regents' criteria listed above. This has resulted in many of the abstracts having to be re-written by the FDL liaisons for the college, or by DOF or TAMU System staff in order for the abstracts to be acceptable and the FDL to be granted to the faculty member.

Beginning in 2015, we will no longer re-write abstracts that fail to meet the Board of Regents' standards listed above. Abstracts which do not meet these standards will be returned to the faculty member who is applying for leave to be re-written. If the re-written abstract is submitted after October 23, or if the re-written abstract is not satisfactory to the committee, the faculty member will be denied leave.

In order to provide guidance to faculty members, department heads, college review committees, and deans, the following table contains a number of the abstracts which were edited and submitted to the Board of Regents last year, presented next to their original submitted form. The abstracts are organized by college. Faculty member's names have been removed, but the details of their leave have been left in place so as not to alter the meaning of the abstracts.

College of Veterinary Medicine and Biomedical Sciences

Before	After
<p>This is a request for a faculty development for Fall semester, 2015, in College Station. I will write a virology textbook for upper division undergraduate students. The proposed title of the text is: "Animal Viruses: From Understanding to Investigation". This book will provide students with a cogent review of basic virology, recent findings and investigative techniques. The book will be published by Academic Press. I will be better to able to teach cutting edge virology at TAMU. The impact will be nationwide recognition for TAMU.</p>	<p>Dr. XXX will spend her leave in College Station writing a virology textbook for upper division undergraduate students. The proposed title of the text is <i>Animal Viruses: From Understanding to Investigation</i>. The book, to be published by Academic Press, will provide students with a cogent review of basic virology, and recent findings and investigative techniques. The research conducted to write the book will better position Dr. XXX to teach cutting edge virology at Texas A&M. In addition, the impact of the book will be nationwide recognition for Texas A&M.</p>