

# SAP 12.99.01.T0.01 Faculty Development Leave Program



Approved: June 19, 2012  
Revised: July 6, 2015  
Reviewed: May 29, 2020  
Next Scheduled Review: May 29, 2025

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## Procedure Statement

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Professionally active faculty is essential for the intellectual vitality of Tarleton. To enable faculty members to engage in study, research, writing, and similar projects, the Faculty Development Leave Program will operate according to the guidelines in this standard administrative procedure (SAP).

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## Reason for Procedure

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This procedure provides guidance specific to Tarleton State University for the implementation of a faculty development leave program in accordance with the Texas Education Code, *Section 51.102* and System Regulation *12.99.01 Faculty Development Leave*.

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## Procedures and Responsibilities

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### 1. Eligibility

- 1.1. Faculty development leaves may be granted to persons employed by Tarleton State University who are full-time, tenured faculty or equivalent. Faculty duties include teaching, research, administration (who have no more than  $\frac{1}{4}$  release time for administration) and/or professional services.
- 1.2. Faculty development leaves may not be granted to Tarleton employees in classified positions.
- 1.3. Eligibility is limited to tenured [full-time] faculty members:
  - 1.3.1. With at least seven years of service at this university;
  - 1.3.2. With at least six years of service since their last development leave; and
  - 1.3.3. Who have submitted acceptable reports(s) from previous leave(s)

## 2. Faculty Development Leave Committee

- 2.1. The Faculty Development Leave Committee (FDLC) is chaired by the current president of the Faculty Senate and consists of one tenured faculty member from each College. The Faculty Senate conducts elections during April, polling faculty from each College to determine its representative. Members elected in April begin their terms the next school year, beginning in September. Faculty members are not eligible for faculty development leaves during their tenure on the FDLC.
- 2.2. FDLC members serve for three-year terms, with member terms being staggered such that all members' terms do not end simultaneously.
- 2.3. When committee vacancies occur, the Faculty Senate designates a replacement to fill the unexpired term. The president of the Faculty Senate is responsible for all matters pertaining to the election of FDLC members.

## 3. Application and Selection Process

- 3.1. The FDLC has established a deadline of November 1 for submission of applications for the following academic year.
- 3.2. An applicant will submit a completed application for approval to the appropriate department head in accordance with the November 1 deadline established by the FDLC.
- 3.3. Upon receipt by the academic department, the application will be routed through the department head, dean, and provost. Each administrative officer will have one week to comment and forward the application packet. The provost will then forward packets to the FDLC for ranking. The FDLC reserves the right to interview applicants when needed for clarification in ranking applications.
- 3.4. The FDLC determines and reports the criteria to be used in making its selection recommendations to the provost.
- 3.5. The president will present the recommendations to the chancellor for board approval prior to the effective date of leave.
- 3.6. The provost will provide written acknowledgement to approved applicants and the FDLC.
- 3.7. Applicants not receiving developmental leaves may apply in succeeding years but must formally reapply with updated documentation.

#### 4. Conditions of the Faculty Development Leave

- 4.1. As stated in Title 3, Chapter 51, *Section 51.106* of the Texas Education Code, not more than six percent of the faculty members of any institution of higher education may be on faculty development leaves at any one time. Additionally, the actual leaves awarded are dependent upon the availability of funds as well as the extent to which proposed leave requires funding. Appropriate funding for faculty developmental leaves is described in System Regulation *12.99.01 Faculty Development Leave*.
- 4.2. Requests for faculty development leaves must be approved or disapproved by the department head. Impact of the leave on the applicant's department or program (i.e., describe how the leave will benefit the institution), and other pertinent information, should be addressed in the department head's decision.
- 4.3. Faculty members may hold faculty development leaves for one academic year at one-half their regular salary, or for one-half an academic year at their full salary.
- 4.4. Faculty members having signed a legal agreement to serve one full academic year after completion of the leave shall be required to reimburse the university in the amount they receive as salary and fringe benefits if they should fail to fulfill the year of service after the leave. Permanent disability attested to by a medical doctor would constitute reason for exemption, or an equivalent condition as judged by the provost.
- 4.5. A faculty member on faculty development leave retains the right to participate in the programs and to receive the benefits made available to faculty members by or through the system or the State of Texas. Faculty members approved for faculty development leave should contact the Office of Human Resources prior to starting faculty development leave to verify benefit eligibility.

Texas Insurance Code *1601.201* prohibits public universities from contributing more than 50% of the cost of basic health coverage for the employee and more than 25% of the cost of dependent coverage when a faculty member elects to take faculty development leave for one academic year at one-half of his or her salary.

- 4.6. Within three months of their return from leave, recipients of faculty development leaves must provide a written report of their activities to their respective department head, who in turn will route the report to the dean, and then provost. Recipients will also conduct a forum for discussion with faculty from their respective colleges. A copy of the written report, and the agenda for the college discussion, will be submitted to the FDLC, who will report their work to the Faculty Senate at its September meeting.

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## **Related Statutes, Policies, or Requirements**

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[Texas Education Code, Section 51.102](#)

[Texas Insurance Code 1601.201](#)

[System Regulation 12.99.01 Faculty Development Leave](#)

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## **Definitions**

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**Academic year** – the nine-month period contained in the fall and spring semesters; development leaves are not authorized for summer sessions.

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## **Contact Office**

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Office of the Provost and Executive Vice President for Academic Affairs  
254.968.9103