



PROCEDURE
12.99.01-W3/AA

Faculty Handbook
Faculty Development Leave
Revised August 11, 2014
Approved January 14, 2009
Supplements System Policy 12.99.01

The following policies and procedures are designed to establish guidelines for the award of developmental leave to faculty members at West Texas A&M University. The policies and procedures described below shall guide the administration of this program.

PREAMBLE

The ultimate goal of the faculty development leave program is to improve the quality of education provided to the students of West Texas A&M University. A developmental leave provides a faculty member an opportunity to gain or refresh skills and knowledge during a brief respite from the normal responsibilities of a faculty member. It is expected that the faculty member who returns from a developmental leave will transfer the knowledge and skills gained from the leave to students in some meaningful way.

West Texas A&M University is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, Texas A&M University System policy, and University rules, no decision regarding awards for faculty developmental leave will be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status, or disability.

1. STATUTORY REQUIREMENTS AND DEFINITIONS

- 1.1 Sections 51.101 through 51.108 of the Texas Education Code define the faculty development leave program and prescribe the conditions under which faculty members may be granted developmental leaves.
- 1.2 This rule provides the principles and procedures that govern the administration of the faculty development leave program at West Texas A&M University. This rule is in compliance with Sections 51.101 through 51.108 of the Texas Education Code and System Policy 12.99.01.
- 1.3 A “faculty member” is defined as a person who is employed on a full-time basis as a member of the faculty at West Texas A&M University and whose duties include teaching, research, administration and/or the performance of professional services.
- 1.4 A faculty development leave may be granted for study, research, writing, field observations or other suitable purposes.
- 1.5 A faculty development leave may be granted either for one academic year at one-half a faculty member’s regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.

- 1.6 A faculty member on faculty development leave may accept a grant for study, research or travel from any institution of higher education or from any charitable religious or educational corporation or foundation or from any federal, state, or local governmental agency, if acceptance does not violate any System policy. An accounting of all grants must be made by the faculty member through normal channels to the Board of Regents of the Texas A&M University System. However, a faculty member on a faculty developmental leave may not accept employment from any other person, corporation, foundation, or government unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.
- 1.7 A member of the faculty on faculty development leave retains the right of participating in the programs and receiving the benefits made available to faculty members by or through the Texas A&M University System or the State of Texas. The administration shall cause to be deducted from the faculty member's salary the cost of such programs as is required or authorized.

2. UNIVERSITY REQUIREMENTS

- 2.1 The President of West Texas A&M University shall certify to the Faculty Senate at the appropriate time the number of faculty development leaves available. No more than six percent of the University's faculty members may be on faculty development leave at any one time.
- 2.2 A faculty development leave may be granted only to faculty who have served as full-time members of the faculty at West Texas A&M University for at least six consecutive academic years. The years of consecutive service may include years during which the faculty member was in a probationary, pre-tenure status.
- 2.3 Upon return from a faculty development leave, the faculty member shall return to his/her original academic position. His/her teaching load and class schedule shall be jointly determined by the direct supervisor and the faculty member.
- 2.4 After a faculty development leave has been granted by West Texas A&M University, at least five years of consecutive, full-time academic service to the University must elapse from the date of termination of the previous faculty development leave before a faculty development leave may be granted to the same faculty member.
- 2.5 A faculty member may extend the faculty development leave without pay if approved in advance by the Provost/Vice President for Academic Affairs and the President.

3. APPLICATION AND SELECTION PROCESSES

- 3.1 The Faculty Senate shall establish an application timeline and shall publish an application form and a format for the development leave application. An applicant for a faculty development leave shall be required to describe the nature and proposed use of the leave.

- 3.2 Faculty members applying for development leave must submit the application to their direct supervisor and dean for approval before submitting it to Faculty Senate.
- 3.3 Any member of the Faculty Senate must resign from the Senate prior to submitting an application for faculty development leave.
- 3.4 All applications for a faculty development leave shall be accepted and reviewed by the Faculty Senate. The Senate shall give due consideration to each application and base its deliberations on the following criteria:
 - 3.4.1 Faculty members who have served as full-time members of the faculty at West Texas A&M University for at least six consecutive academic years.
 - 3.4.2 The developmental leave activity will result in one or more of the following: improving the quality of education; gain or refresh skills/knowledge; creating the opportunity for the transfer of knowledge and skills gained from the leave to students in some meaningful way; and/or significantly enhance intellectual contributions.
- 3.5 Applications approved by majority vote of the total membership of the Faculty Senate shall be forwarded to the Provost and then President for consideration. Based upon recommendations from the Faculty Senate and the Provost, the President shall determine which applications are submitted for Board of Regents approval. The Texas A&M System Board of Regents shall make the final determination for awards of faculty development leaves.
- 3.6 A faculty member who does not receive a faculty development leave must reapply for consideration in any subsequent semester or academic year.
- 3.7 The Faculty Senate shall in cooperation with the Provost/Vice President for Academic Affairs establish appropriate deadlines for receipt of applications, review of applications, and certifying the applications recommended to the President in consideration of the time required to facilitate and process leaves.

Contact Office

Provost/Vice President of Academic Affairs
(806) 651-2044

Approval



President/CEO

August 11, 2014
Date