

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Faculty Development Leave**

**Regulation and Procedure  
Number: URP: 02.334**

**Policy Owner: Academic Affairs**

## **POLICY STATEMENT**

Faculty development leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. The developmental leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity at the University alone. Development leave may be granted, upon application, for study, research, writing, field observations, or other suitable developmental purposes. Opportunities for additional training, for improving skills, and for maintaining currency are understood to be included as purposes of development leave.

## **APPLICABILITY**

This policy is applicable to TWU Faculty.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. Eligibility**

- A. Faculty development leave may be granted to persons employed by the University on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, or the performance of professional services. Hereafter, the term "faculty member" refers to all those included above.
- B. Faculty members, as defined in the preceding paragraph, shall be eligible for a development leave when the individual has served the University for at least seven consecutive academic years with the exception of persons who have received faculty development leave within the last seven years.

- C. Specific questions concerning eligibility for faculty development leave shall be referred to the Executive Vice Provost and/or the Faculty Development Leave Committee Chair.

## II. Approval of Leaves

- A. An applicant must initiate the faculty development leave application endorsement procedure with the academic component administrator, as is appropriate. The academic component administrator will forward the application to the dean of that faculty member's academic component for endorsement. The endorsed application from the dean will be forwarded to the Executive Vice Provost who will provide the application to the chair of the Faculty Development Leave Committee for committee consideration. Endorsed applications from the Faculty Development Leave Committee will then be forwarded to the Executive Vice President for Academic Affairs and Provost for endorsement. Finally, endorsed applications from the Executive Vice President for Academic Affairs and Provost will then be forwarded to the Chancellor and President of the University for approval. The Chancellor will forward all approved applications to the TWU Board of Regents.
- B. Decisions regarding endorsement must be based on faculty loads, curriculum needs, monies available for replacements, and other pertinent academic component and University considerations. Priority consideration will be given to individuals who have not previously received a faculty development leave. No more than one faculty member from an academic component may be on development leave during one semester. All faculty and administration applications for faculty development leave shall be received and evaluated by a Faculty Development Leave Committee that shall be elected by the faculty and shall operate according to procedures adopted by the Faculty Senate and approved by the Board of Regents.

## III. Leave Period and Compensation

Faculty members on nine-month or twelve-month appointments may be granted leave for four-and-one-half consecutive months at full salary or for nine consecutive months at half salary. The terms "full salary" and "half salary" are understood to apply to budgeted contract salaries, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

## IV. Grants and Employment

A faculty member on faculty development leave may accept a grant for study, research or travel from any institution of higher education; from a charitable, religious or educational corporation or foundation, from any business enterprise, or from any state, federal or local government, but may not accept employment of any kind except as may be specifically approved by the Board of Regents.

V. Benefits

A member of the faculty on faculty development leave is a faculty member for purposes of participating in the programs and of receiving benefits made available by or through the University or state to faculty members. During the faculty development leave, the University shall continue all deductions from compensation relevant to such participation and benefits.

VI. Maximum Number of Leaves to be Granted

No more than six (6) percent of the eligible faculty members of the University during the operative time of the awarded leave may be on faculty development leave at any one time.

VII. Expectation of Future Service

Faculty development leave shall be awarded with the provision that the recipient will be expected to continue in service at the University for at least two academic years after completion of the leave. Faculty who do not return from or who do not remain at the University for at least two years after a faculty development leave are to be held responsible for fully refunding to the University all compensations paid to them while on development leave.

VIII. Financing

Payment of salary to the faculty members on faculty development leave may be made from the funds appropriated by the Legislature specifically for that purpose or from such other funds as may be available to the University for this purpose.

IX. Integrity of the Curriculum

The granting of a faculty development leave should not create undue hardship for other faculty, and it should not limit unduly course offerings. Endorsement by the academic component administrator and dean should be taken to mean that this criterion is being met.

X. Types of Leaves

Faculty development leaves shall be divided into three types:

- A. Type I: Research - These awards require a clearly defined project and objective which is appropriate to the faculty member's academic discipline. An explicitly stated end result, such as textual documents (research report, journal article, script, etc.), statistical summaries and analyses, software programs, etc., defined by appropriate outcome measures and a written summary are requirements.

- B. Type II: Creative and Applied - These awards require a clearly defined project and objective which is appropriate to the faculty member's academic discipline. An explicitly stated end result (such as works of art, artifacts, compositions, productions, literary works, etc.) defined by appropriate outcome measures and a written summary are requirements.
- C. Type III: Renewal - These awards require seven years of uninterrupted teaching of a full class load (by the standards of the faculty member's academic component). Rank and degrees are not to be weighed in the evaluation of these proposals. These awards require attendance at a specific institute, seminar, course of studies, course of performances, or similar academically relevant activity. These awards, just as Type I and II awards, require a clearly defined project and objective which is appropriate to the faculty member's academic discipline. An explicitly stated end result, such as textual documents (research report, journal article, script, etc.), successful completion of a course of study in an applicable area, such as distance learning approaches or computer applications in their discipline, etc., defined by appropriate outcome measures and a written summary are requirements.

#### XI. Exclusions

Persons who have received faculty leave within the last seven years or who are known to be in the terminal year of their employment at TWU are ineligible for a faculty development leave.

#### XII. Stipulations

- A. All recipients will receive 100 percent of their contracted salary for one semester (four-and-one-half months) or 50 percent of their contracted salary for the academic year (nine months).
- B. The University encourages academic components to support these awards with some travel funds when possible. The University will support the effort of those recipients who solicit travel funds from independent sources (such as The American Council of Learned Societies).
- C. Recipients who do not remain at the University for two calendar years following the termination of their leave are required to repay the University the full amount of cash and travel benefits received from the University under the terms of their leave.
- D. Copies of the required summary report on the activities undertaken during the leave period must be submitted to the Faculty Development Leave Committee and to the Office of the Executive Vice Provost no later than six weeks into the regular semester of the faculty member's return to scheduled duties. At a time to be stipulated, an oral presentation in an open University forum on the leave's outcomes is also an obligation of the participant.

- E. Recipients are prohibited from serving on University committees, Faculty Senate assignments and the like during the time of their leave.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

None

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