FACULTY DEVELOPMENT LEAVE

A. Purpose

The University of Texas-Pan American encourages the participation of faculty members in fellowship programs, such as Fulbright Scholar Fellowships or University-approved development activities.

The purpose of this policy is to enable faculty members to engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to the faculty member, the University, and society.

The policy provides guidelines to deans, chairs, directors, and faculty members who wish to apply for fellowships or development projects that require University support, and applies to leaves of absence only during the fall and spring semesters. Leaves during the summer are the faculty member's responsibility.

This policy applies to both funded and non-funded development leave.

This policy is authorized by *Texas Education Code* § 51.101 – 51.108 and The University of Texas System Board of Regents' *Rules and Regulations* Rule 30201 Section 4.

B. Persons Affected

This policy applies to faculty.

C. Policy

1. Eligibility for Faculty Development Leave

   After two consecutive academic years of full-time service at UT Pan American, tenured and tenure-track faculty members with the academic title of Assistant Professor, Associate Professor, or Professor may apply for a faculty development leave. Faculty members on faculty development leave may accept a grant for study, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation or from any federal, state, or local governmental agency. A faculty member on faculty development leave may not accept employment from any other person, corporation, or government, unless The University of Texas System Board of Regents determines that it would be in the public interest to do so and expressly approves the employment.

2. Compensation, Duration, and Benefits for Faculty on Development Leave

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a. The University will supplement the faculty member's grant or salary paid by the entity sponsoring the development program so that the University compensation will equal half the faculty member's regular salary for one academic year or his or her full regular salary for half an academic year, subject to availability of funds. In order for the faculty member to remain eligible for state-paid benefits, the department must submit a Memorandum of Employment covering the absence period and attach a copy of the approval of the faculty member's developmental leave request to the Office of Human Resources.

b. In accordance with the *Texas Education Code*, the faculty member on development leave shall continue to be a member of the Teacher Retirement System of Texas or of the Optional Retirement Program of the University, or both, just as any other member of the faculty on full-time duty. The University shall cause to be deducted from the compensation paid to the faculty member on development leave the deposit and membership dues required to be paid by him or her to the Teacher Retirement System of Texas or to the Optional Retirement Program, the contribution for Old Age and Survivors Insurance, and any other amounts required or authorized to be deducted from the compensation paid any faculty member.

c. A member of the faculty on faculty development leave is a faculty member for purposes of participating in the programs and of receiving the benefits made available by or through the institution of higher education or the state to faculty members.

3. Program Limitations

In compliance with *Texas Education Code*, no more than three percent of the University faculty members may be on faculty development leave at any one time.
Faculty members who have received a development leave must wait at least four years before requesting another development leave.

D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

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1. Application

   The Faculty Development Leave Committee, elected by the general faculty for the purpose of evaluating applications, shall review and approve all faculty development leave applications from eligible faculty members. The application form shall include the name and type of faculty development program, the purpose and activities of the program, the dates of the faculty development leave, and signatures of the applicant, the department chair, dean, and Provost. Once the Faculty Development Leave Committee reviews the application, the Committee shall forward it with recommendations to the President.

   The approval of the proposal by the chair and dean carries with it the responsibility to:

   a. identify funding and personnel to teach the classes vacated by the faculty member on development leave;

   b. ascertain that the full professional responsibilities of the faculty member will be maintained;

   c. verify that the rules and regulations of the funding agency and the University are followed.

G. <u>Review</u>

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Provost Fellow – Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate Chair