Angelo State University
Operating Policy and Procedure

OP 06.10: **Faculty Development Leaves**

DATE: December 15, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide a standardized approach for faculty development leaves of absence.

REVIEW: This OP will be reviewed in November every four years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by January15.

BACKGROUND

1. Sections 51.102 - 51.108 of the Texas Education Code provide for faculty development leaves of absence and this OP conforms to the legislative directive.

2. The Board of Regents may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purposes to a faculty member within the constraints of the legislation.

POLICY/PROCEDURE

1. The University Faculty Development Leave Committee (UFDLC) will consist of one faculty representative from each academic college identified by the Faculty Senate. The Faculty Senate will also identify one alternate representative for each college who will serve in the event an elected member is unable to serve. The PVPAA will serve as an ex-officio member, voting only in the event of a tie. The faculty members will serve staggered terms, with two faculty members serving three-year terms and two faculty serving two-year terms. Any committee member applying for faculty development leave will not be eligible to serve during that academic year, but will resume committee membership the following year.

2. The PVPAA will announce the availability of Faculty Development Leave funds no later than the last Friday of October. Faculty Development Leave applications will be submitted to the chair of the UFDLC no later than the 1st Friday of March. Faculty Development Leave applications should adhere to the published criteria for selection and include all necessary forms and attachments.

3. Faculty members will complete Attachments A and B. The chair of the department of the faculty member requesting a development assignment will complete the *Faculty Development Leave Evaluation Form*, Attachment C, and forward it with the application to the appropriate academic dean by the last Friday of February. The dean will forward the approved faculty applications to the chair of the UFDLC by the1st Friday of March. An application for Faculty

Development Leave will be considered complete when it includes all attachments and addresses the published Criteria (see Attachment D).

4. The committee chair will forward the applications to the members. The committee reviews these applications and makes recommendations to the PVPAA pursuant to published criteria for selection and announced availability of such leaves. The committee reviews criteria for selection and the extent of availability and makes appropriate recommendations. The PVPAA, as ex-officio, will call the first meeting of the UFDLC.

5. The University Faculty Development Leave Committee reviews these applications using the *Faculty Development Leave Review Criteria* (Attachment D) and makes recommendations to the PVPAA, who then makes recommendations to the president. The president then makes recommendations to the Board of Regents on which applications should be granted.

6. To be eligible, a faculty member must be on full-time academic duty, must be a tenured member of the faculty of Angelo State University, and have served for a minimum of two consecutive years at Angelo State University. A second leave ordinarily will not be granted to the same faculty member within six years of the first leave.

7. Faculty development leave may be granted for either one academic year at one-half regular salary or for one-half academic year at full regular salary.

8. 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 federal, state, or local governmental agency. An accounting of all grants shall be made to the PVPAA by the faculty member and a copy will be sent to the granting body. A faculty member on faculty development leave may not accept employment from any other person, corporation, or government unless the governing board determines that it would be in the public interest to do so and expressly approves the employment.

9. A faculty member on faculty development leave continues to be an active participant of the Teacher Retirement System of Texas or of the Optional Retirement Program just as any other member of the faculty on full-time duty. Selected deductions and premiums required to be paid to the Teacher Retirement System or to the Optional Retirement Program and any other amounts required or authorized to be conducted from the compensation paid any faculty member will be deducted from the compensation of those faculty members on leave.

10. A member of the faculty on faculty development leave is a faculty member for purposes of participating in the programs and receiving the benefits made available by or through the institution or the state to full-time faculty members. Health insurance benefit premiums may be affected by selecting a full year's leave at half pay.

11. A member of the faculty on half-time faculty development leave is a faculty member for purposes of participation in departmental business and may vote on such matters as hiring, tenure and promotion, etc. A faculty member on full-time leave may petition, in writing, the provost to continue university service.

12. Faculty returning from development leave must provide a detailed written report on the accomplishments of the leave. This report will be submitted in electronic format to the PVPAA one month after the leave is completed. The PVPAA will disseminate these reports

in either electronic or hard copy form to the UFDLC, the appropriate academic dean, and the PVPAA. The original reports will be housed in the Office of Academic Affairs.

13. 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 from the state while on leave if they should refuse to fulfill the year of service after the leave.

Attachment A: *Faculty Development Leave Statement of Intent*

Attachment B: *Faculty Development Leave Application*

Attachment C: *Faculty Development Leave Evaluation Form*

Attachment D: *Faculty Development Leave Review Criteria*