



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.10: Faculty Development Leaves**

**DATE:** October 8, 2008

**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 May of odd-numbered years by the Director of the Center for Innovation in Teaching and Research (CITR) with recommended revisions presented sequentially to the dean of graduate studies, to the provost and vice president for academic and student affairs, and then to the president by June 15.

**POLICY/PROCEDURE**

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.
3. The Director of the CITR shall receive applications by faculty members for faculty development leaves (see Attachments A and B). The head 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.
4. An external Faculty Development Review Committee reviews these applications using the *Faculty Development Leave Rating Form* (Appendix D) and makes recommendations to the Director of the CITR 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 Director of the CITR and the Academic Deans' Council make recommendations to the provost who then makes recommendations to the president. The president then makes recommendations to the Board of Regents on which applications should be granted (Section 04.06, *Regents' Rules*).
5. A faculty member is eligible by reason of service when that person has served as a member of the faculty of Angelo State University for at least seven consecutive academic years. This service may be as assistant, associate, or full professor; or a clinical-track faculty member, and must be full-time academic duty, but need not include teaching. A second leave ordinarily will not be granted to the same faculty member within six years of the first leave.
6. 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.

7. 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 Director of the CITR 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.
8. Not more than six percent of the faculty members of the university may be on faculty development leave at any one time.
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. Deposit and membership dues 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 President of the University through the head, the dean, and the provost to continue University service.
12. Faculty returning from development leave must report to the college dean on the accomplishments of the leave.
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 Application Form](#)

Attachment B: [Faculty Development Leave Statement of Intent](#)

Attachment C: [Faculty Development Leave Evaluation Form](#)

Attachment D: [Faculty Development Leave Rating Form](#)

Attachment E: [Faculty Development Leave Sample Cover](#)