

## Faculty Development Leave Online Application Process Description

Online applications must be submitted during the open submission period [September 1 – October 1] via the Texas State Faculty Requests portal: <https://tim.txstate.edu/facultyrequests>

*This document is NOT an application form, but is provided to assist faculty in planning; it lists the information that will be required in the online application process.*

The application and review cycle occurs in October of the academic year prior to the requested leave period. Consult the Faculty Senate webpage for the specific dates that online applications are due to be electronically routed to the chair/director, the college dean and to the Faculty Senate.

Questions and entries to be completed by the applicant:

- How many years of full-time tenure-track and or tenured academic service have you had at Texas State?
- If you previously received development leave, in what semester and year was it taken?
- For what period of development leave are you applying? *A one-semester leave will be compensated at full-salary. A two-semester leave will be compensated at half-salary.*
- Enter an abstract indicating the specific goals of the leave period (650 character limit, approximately 100 words).
  - Clearly describe, in language appropriate for a generalist audience, planned leave activities and the methodology for achieving the project goals, and (2000-character limit)
  - If applicable, list any financial, scholarly, technical, and other resources or agreements you have secured to facilitate the leave project, including communication with entities central to the proposal. (500-character limit)
  - Describe how this work will enhance your teaching, scholarly/creative activities, or professional development and the intended outcomes of your leave project, e.g. scholarly publication, presentation of creative work, enhanced teaching skills, or exceptional leadership accomplishments. (1500-character limit)
- Upload a current curriculum vitae in the Texas State format with highlighted entries that indicate your ability to carry out the proposed project.
- If applicable, upload the report to the Provost from your most recent development leave (or if not available, a one-page summary) that documents productive use of resources during the prior leave.
- Are you applying for the Supplemental Award associated with Faculty Development Leave? *If so, complete the following section. If not, proceed to the statement of intent below.*

### Supplemental Award Application

- 11). Are you requesting leave for a full academic year (*Supplemental Awards are used as a salary supplement for those who select both the fall and spring*)? Yes or no
- 12). Are you requesting a one-semester leave (*Awards can be used to fund travel and lodging costs associated with research expenses or to purchase equipment/materials needed to conduct research for those who select fall or spring*)? Yes or no

- 13). Please give an explanation (2000 characters, approximately one double-spaced page or 300 words) of how you intend to spend the supplemental award.
- 14.). If you are approved for a development leave, but NOT for the supplemental award, when will you take development leave?
  - \_\_\_\_\_ Fall and Spring 2016-17 (half salary)
  - \_\_\_\_\_ Fall 2016 (full salary)
  - \_\_\_\_\_ Spring 2017 (full salary)

### Statement of Intent

It is my intent to remain at Texas State University at least one academic year after completion of my leave. If I do not fulfill my year of service, I agree to reimburse the university the amount I received in salary from the State of Texas while on leave. Further, I agree to abide by the requirements of leave policy as delineated in PPS 8.02, including those referring to intellectual property and submission of a report following the leave. I agree to submit a written report [as described in PPS 8.02] of my activity while on leave by May 1 for a fall semester leave and by November 1 for spring semester or full-year leave. If I am on a full-year leave, I agree to submit a progress report at the mid-leave reporting period. My submittal of this application indicates that I agree with this legally binding intention statement.

I agree to the intent statement above and hereby apply by clicking 'Submit'. I agree that this action will be the electronic representation of my signature on this request, equivalent to a pen and paper signature.

Information requested from Chairs/Directors:

- 1). How would the absence of the applicant at the requested time affect the department?
- 2). How will the applicant's workload and any associated cost be assumed if leave is granted?
  - College    Department/School    Provost
- 3). What is the estimated cost of this replacement?
- 4). List the courses taught by the applicant for the last three comparable semesters:
- 5). What courses need to be covered as a result of this leave?
- 6). Briefly comment on the soundness of the proposed project and state how its completion will benefit the department. If there are multiple applicants from your unit, also give a relative rank for each proposal.

I verify that the applicant has conferred with me by the September 15 deadline.

*Chairs/Directors will route FDL applications to the college Dean.*

Information requested from Deans:

Briefly state the value of the proposed development leave to the college.

I have reviewed this application for Faculty Development Leave.

*Deans will route applications to the Faculty Senate for review.*