PURPOSE

1. The Texas Legislature has established a program of Faculty Development Leaves “to improve further the higher education available to the [students] at the state-supported colleges and universities and to establish this program of faculty development leaves as part of the plan of compensation for the faculty of these colleges and universities.” The Texas Legislature has not, however, funded a Faculty Development Leave program. See V.T.C.A. Education Code Chapter 51, Subchapter C.

ELIGIBILITY

2. The statute cited above defines faculty member as, “a person employed by Texas State on a full-time basis as a member of the faculty or staff, and one whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. However, the term does not include persons employed in a position which is part of the institution's classified personnel system . . .”

3. At Texas State, eligibility to apply and be considered is currently limited to tenured faculty members with (1) at least six years of service at this university, at least two of which must be consecutive and (2) with at least six years of service since his or her last development leave, and (3) who have submitted the report(s) from previous leave(s) as required in paragraph 24 of this PPS. The service must be full-time duty, but need not include teaching.

4. Faculty Senate members are not eligible to apply for development leave during their tenure on the senate.

5. Department Chairs/School Directors may apply for a Research Leave by submitting their request in writing to their dean. If the dean approves the research leave, the dean will forward the request to the provost for final approval.

6. As stated in the enabling legislation, faculty may request development leaves to engage in study, research, writing, and similar projects for the purpose of adding to the knowledge available to the applicant, the institution and its students, and society
generally. Development leaves are not available to support completion of an advanced degree.

THE APPLICATION AND SELECTION PROCESS

7. The Faculty Senate will distribute an annual notice of the application deadline and cycle calendar. By **September 15**, the faculty member must meet with his/her chair/director to discuss the leave project goals, and the benefits and impact on the department/school. The deadline for faculty to complete and submit the online application is generally **October 1** of the year prior to the leave. Consult the [Faculty Senate website](#) for specific dates.

The Faculty Development Leave calendar for the current cycle is available on the provost’s website.

8. The online application will be available via the [Faculty Requests](#) portal from September 1 to the stated deadline. Applications will include:
   a. the requested application information
   b. a brief abstract indicating the specific goals of the leave period
   c. the development leave proposal narrative
   d. an up-to-date curriculum vitae.

If the applicant has previously received a development leave, he/she must also include a summary of the most recent written report submitted to the provost after that leave. If an applicant is applying for a Supplemental Award, he/she must complete that section of the online application and submit it concurrently. See paragraph 28 for additional information regarding the supplemental award.

9. The completed online applications will be routed to the appropriate chairs/directors to verify each applicant’s eligibility and that the applicant has complied with the September 15 meeting described in paragraph 7. The chair/director will enter additional information and comments and then forward the department/school applications to the college dean. The dean will review the applications and add comments before they are electronically routed to the Faculty Senate.

10. Requests for Faculty Development Leaves are then peer reviewed by the Faculty Senate, which submits its recommendations in rank order to the provost no later than six weeks after the application deadline.

11. The provost next discusses the Faculty Development Leave applications with the Council of Academic Deans (CAD) for their comments and recommendations.

12. The provost makes recommendations to the president based upon the rankings from the Faculty Senate and the recommendations from CAD. If the provost’s recommendations to the president differ from the rankings of the Faculty Senate and the recommendations of CAD, the provost will notify these two groups and
provide them with the opportunity to submit additional written justification of their rankings/recommendations before the final decision is made by the president. When the president has made a final decision, the provost will notify CAD and the Faculty Senate prior to release of the information to others.

13. The president’s action is subject to approval by the Board of Regents.

14. An applicant not receiving a leave may submit an updated application for reconsideration for any subsequent semester(s).

CONDITIONS OF THE PROGRAM

15. Legally, not more than 6% of the faculty members of Texas State may be on Faculty Development Leave at any time. Practically, the available funding permits a much smaller percentage.

16. A faculty member may have a development leave for one academic year at one-half of his/her regular salary, or for one semester at his/her full salary. (An academic year is defined as the nine-month regular session; no leaves are authorized during summer sessions.)

17. In addition, faculty may apply for the Supplemental Award, which pending available funding, may be used to support a second semester of a full-salaried research leave (see paragraph 28c).

18. After a faculty development leave has been granted, any change in the terms of the leave requires prior written approval through appropriate channels, including the provost and the president.

19. A faculty member shall sign an agreement to serve one full academic year after completion of the leave. Included in the agreement will be a clause requiring the faculty member to reimburse the University in the amount received as salary and fringe benefits from the State while on leave if he/she should refuse to fulfill the year of service after the leave. Death or permanent disability attested to by a medical doctor will constitute reason for exemption.

20. A faculty member on development leave will retain the right to and eligibility for benefits to medical insurance, income protection, life insurance, and other such programs in force for full-time faculty members, as well as all other rights of a full-time faculty member. The university administration shall cause to be deducted from salary the member's cost of such programs as are legal and/or elected by the faculty member on leave.

21. A faculty member on development leave may accept a grant to cover costs 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. However, a faculty member on development leave may not accept employment from any other person, corporation, or
government, unless the Board of Regents, The Texas State University System, determines that it would be in the best public interest to do so and expressly approves the employment.

22. Sections 11 and 12 of Chapter III of the Regents Rules explain the Texas State policy on copyrights and patents. Texas State retains the right to the ownership of intellectual property created on development leave similar to development occurring during a regular academic appointment. It is the responsibility of the faculty member to work with the Office of Commercialization and Industry relations to develop the appropriate intellectual property agreement with the sponsor, which must be approved by the Associate Vice President for Research and Federal relations prior to the start of the leave. All faculty must submit to the Texas State Patent and Copyright Committee any opportunities for the ownership of intellectual property rights created on development leave. That committee will recommend that Texas State either (1) pursue a patent or copyright claim, (2) relinquish ownership of the rights to the inventor, or (3) allow ownership of the rights to be offered to another organization (e.g. the sponsor) which will share revenue with Texas State.

23. The net royalties received from any intellectual property created during a developmental leave will typically be split 50/50 between the university and the faculty member (per Regents' Rules, Chapter III, Section 11. (14). “Net royalties” means the total income received from the sale, licensing, or use of copyrighted or patented material less all reasonable and necessary expenses associated with the production and marketing of said material.

24. Recipients of Faculty Development Leaves must submit a written report of their activity while on leave by May 1 for a Fall semester leave and by November 1 for a Spring semester leave or a full-year leave. Those on a full year leave must submit a progress report at the mid-leave reporting period, generally January 15. All written reports must include the abstract referred to in Paragraph 8b above. Consult the development leave calendar for specific dates.

25. The report will state specifically whether any possible patentable or copyrightable intellectual property was created during the leave and when such information will be submitted to the Patent and Copyright Committee. The report(s) should be routed through the department chair/school director and dean. The final report will be submitted by the dean to the provost with a copy to the Patent and Copyright Committee if intellectual property creation occurred during the leave.

FINANCIAL SUPPORT

26. In most cases, the academic department, school or program will assume the work of an individual granted a Faculty Development Leave.

27. If an academic unit is unable to absorb the load of a faculty member who is awarded a development leave, the chair/director will consult with the dean to develop a funding plan. If the dean and the chair/director cannot solve the problem,
in exceptional circumstances, the dean can seek supplemental funding from institutional reserves from the provost.

**SUPPLEMENTAL AWARDS**

28. Pending available funding, five Supplemental Awards have been established at $20,000 each for faculty granted Faculty Development Leaves. These awards are to assist faculty in their research efforts and can be used:

   a. to fund travel and lodging costs associated with research expenses during the Faculty Development Leave

   b. to purchase equipment or materials needed for research during the Faculty Development Leave

   c. as a salary supplement for those who select both the fall and spring semesters for a Faculty Development Leave. The Supplemental Award ($20,000) will be combined with other funds from the Provost Office to provide up to 100% of salary for an academic-year leave.

To apply for the award, faculty must complete the regular application for Faculty Development Leave and concurrently submit the Supplemental Award application, giving an explanation (no more than one page, approximately 2000 characters) of how they intend to spend the supplemental award. All funds must be expended within six months of the conclusion of the development leave.

Criteria for selection include:

   a. Overall Quality of the Proposal
      The proposal is well organized and clearly written.

   b. Importance to the Field
      Publication and dissemination of results represents a significant contribution to the discipline and/or field of study.

   c. Scope
      The activity described in the proposal is beyond what can be achieved in one semester of development leave.

   d. Potential for External Funding
      There is a prospect for leveraging the project to obtain external sponsored funding.

A committee appointed by the provost will review all requests for these awards received from faculty who have been approved by the president for Faculty Development Leaves. Comprised of three faculty representatives from different academic colleges recommended by the Faculty Senate, and three Academic Affairs administrators, the review committee will recommend five award recipients to the provost, who will make the final decisions. Award notifications, pending
Board of Regents’ approval, will be made by **January 15th** of the academic year prior to the leave.

**PROGRAM ASSESSMENT**

29. At least once every three years, the provost will appoint an ad hoc Program Review Committee representing the Council of Academic Deans, the Council of Chairs, and the Faculty Senate to review the Faculty Development Leave program. That Committee will review this PPS and the Faculty Development Leave applications and reports submitted by faculty members granted a leave since the last program review. Based upon its review, the Committee will submit a report to the provost evaluating the Faculty Development Leave program and offering suggestions for improvement, including changes to this PPS.

**NOTIFICATION OF FINAL APPROVAL**

30. Once the Board of Regents has endorsed the Faculty Development Leave applications meriting the president’s approval, applicants will be notified by the Office of the Provost and Vice President for Academic Affairs.

**CERTIFICATION STATEMENT**

31. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _______________________ Review Date: _______________________

Reviewer: __________________________ Date: ____________________________

Approved: __________________________ Date: ____________________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

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Texas State University
Provost and Vice President for Academic Affairs
Last Updated: 8/6/2014
Send comments and questions to: tg12@txstate.edu