

The University of North Texas at Dallas Policy Manual	Chapter 6.000
6.014 Faculty Development Leave	Faculty Affairs

Policy Statement. Faculty development leave is authorized for the primary purpose of increasing the value of the recipient’s sustained contribution to the University by providing the individual an opportunity for professional growth. Such development leave is not to be understood as deferred compensation, nor anticipated simply on the basis of longevity at the University alone. Development leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. This policy articulates the guiding principles that govern faculty development leave.

Application of Policy. This policy applies to full-time tenured faculty.

PROCEDURES AND RESPONSIBILITIES.

Eligibility. Faculty development leave may be granted to persons employed by the University on a full-time basis as tenured members of the faculty whose duties include teaching, research, administration, or the performance of professional service.

Faculty shall be eligible for development leave if they have served the University for at least six consecutive academic years following their initial employment or return from a prior development leave. However, members of the faculty in their terminal year of employment at UNT Dallas are not eligible for faculty development leave.

Exceptions to the six-year minimum service requirement are rare and may be granted only in extraordinary circumstances.

Specific questions concerning eligibility for faculty development leave shall be referred to the Provost.

Faculty Development Leave. The purpose of faculty development leave is to facilitate the faculty’s professional growth and development. This would include, but not be limited to, supporting scholarly and creative activities, training and skills development, maintenance of currency in one’s field, and global, cultural and diversity awareness. Faculty development leave may be approved for purposes of research, scholarly and creative activity, and professional renewal, service, or other suitable purpose.

Application By October 1 of each academic year, applicants shall submit their application for faculty development leave to the department chair for consideration. The application must contain an explanation of the purpose of the faculty development leave and details about the specific project or activity proposed and anticipated end result. Each department chair will

consider all requests for the given year from within the department and indicate the extent of support for each request and ranking within the department. Then, all departmental requests are forwarded to the dean of the division for review. Each dean will consider all requests for the given year from the division and indicate the extent of support for each request and ranking within the division. Administrative decisions regarding support and ranking of faculty development leave requests must be based on curricular needs, funds available, alternative sources of course coverage, and other considerations.

By November 1 of each academic year, all requests recommended by the dean for faculty development leave are forwarded to the Provost for submission to a faculty committee, who will evaluate the applications and forward a recommendation to the President through the Provost. The faculty committee's recommendation shall be forwarded by December 1 of each academic year.

The Provost will make a recommendation to the President of the recipients of faculty development leave for a given year based on their merit, the recommendations of the faculty committee, and rankings of chairs and deans and the overall goals and needs of the institution. The Provost will submit the list of recommended applicants to the President for consideration and recommendation to the Board of Regents. Faculty will be notified by the Provost of the status of their application upon approval by the Board of Regents.

Responsible Party: Provost

Leave Periods and Compensation. Faculty members on nine-month appointments may be granted leave for one long semester at full salary or for two consecutive long semesters at one-half salary.

Faculty members on 12-month appointments may be granted leave for four and one-half consecutive months at full salary or for nine consecutive months at one-half salary.

The terms "full salary" and "one-half salary" are understood to apply to budgeted contract salaries (including any adjustments that become effective for or during the period of leave) irrespective of the number of installments in which the salary is received.

A faculty member on faculty development leave may accept a grant or stipend for study, research or travel from any institution of higher education, charitable, religious or educational corporation or foundation, business enterprise, or state, federal or local government. An accounting of all grants or stipends received must be submitted to the institution. A faculty member may not accept outside employment unless approved under the University's outside employment or service and dual employment policy (5.006).

Insurance and Benefits. A faculty member on faculty development leave remains eligible to participate in and receive benefits from the insurance and benefit programs made available by or through the University or state to faculty members. During the faculty development leave, the University shall continue all deductions from compensation relevant to such participation and benefits.

Administrative Rules.

The following administrative rules apply to the faculty development leave program:

1. No more than six percent of the faculty members of the University may be on faculty development leave at any one time. Those faculty on administrative development leave are not included in this calculation.
2. Faculty development leave shall be awarded with the provision that the recipient will be expected to continue in service at the University for at least one academic year after completion of the leave. This service requirement shall be regarded as fulfilled if the recipient remains in the employ of the University for the 12 months immediately following the end of the leave period, without regard to other leaves or other lawful interruptions of service that may occur during that 12-month period. Recipients who do not remain at the University for one calendar year following the expiration of their leave are required to repay the University the full amount of salary and benefits received from the University under the terms of the faculty development leave. In rare and extraordinary circumstances, the President, upon the recommendation of the Provost, may waive the one-year requirement.
3. Payment of salary to the faculty members on faculty development leave may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as may be available to the University for this purpose.
4. The granting of a faculty development leave should not create undue hardship for other faculty and it should not unduly limit course offerings. Department chairs and deans should take this into account in making recommendations and rankings for their unit and make sure that this criterion is being met.
5. A summary report of the activities undertaken during the leave period and results attained must be submitted to the Provost within four months after completion of the leave.
6. Recipients are prohibited from serving on university committees, Faculty Alliance assignments, and similar responsibilities during the period of their faculty development leave. One exception to this is that eligible faculty members may elect to vote on reappointment, tenure and promotion cases during their leave if they participate in the actual discussion/deliberations of cases in person or through the use of technology.

References and Cross-references.

TEX. EDUC. CODE §§ 51.101 *et seq.*

Regents Rule 06.701

UNT Policy 5.006, Outside Employment or Service and Dual Employment

Forms and Tools.

Faculty Development Leave Request Form

Approved: 11/24/2010

Effective: 11/24/2010

Revised: 2/1/2013