



FACULTY DEVELOPMENT LEAVE GUIDELINES AND APPLICATION

FACULTY DEADLINE (Application submitted to Director/Chair): January 15, 2025
COLLEGE DEADLINE (Final Packets Due to OFA): February 10, 2025

EVALUATION CRITERIA

- Relevance and significance of the proposed activity to the faculty member's professional growth.
- Potential impact on the department and the university.
- Feasibility and clarity of the proposed plan. This can include (but not limited to) available resources, preliminary work, published contract, a sponsored project, fellowship, travel, etc.
- Qualifications of the faculty member, including scholarship record and previous achievements.
- A justification for the requested full leave (as opposed to teaching release) and, if relevant, a sustainable management plan regarding current on campus research commitments. This might include current sponsored projects/grants, research compliance protocols (IRB, IBC, AUP), graduate students and/or research personnel.

FACULTY MEMBER APPLICATION MATERIAL

A complete application should include the following:

1. Application Cover Page.
2. Project Summary/Overview (maximum 350 words): Brief description of the project objective, proposed activities, timeline, and impact.

3. Project Description (maximum 3 pages not including references): In this narrative, please provide a clear description, projected impact and deliverables during the request time. Please include the following in the narrative:
 - a. Project type/purpose and objectives
 - b. Planned activities and timeline
 - c. Impact/benefits
 - d. Expected outcomes/results
 - e. Management plan and Support*
 - f. Deliverables
 - g. References (if applicable)

**In this section, provide details on how your teaching responsibilities will be covered during your absence and confirm if this plan has been discussed and approved by your unit Chair/Director. If applicable, also include information on support resources related to the proposed project, such as grants, travel, and publishing contracts. Additionally, if relevant, describe how current sponsored projects/grants, research compliance protocols (IRB, IBC, AUP), graduate students, and/or research personnel will be managed while you are absent from campus.*

4. Supplementary Documentation (as applicable, ex: publishing contract for a book, additional support letters): Evidence of a publishing contract and/or correspondence with a prospective publisher is required for book or monograph projects. Letter/memo from Division of Research confirming research compliance, if applicable.
5. Supplemental Travel Funding: Provide a detailed description of travel funding needed to complete your project.

DELIVERABLES

If granted FDL, faculty will be placed on a 100% research/scholarship workload for the duration of the requested time. They will be exempt from any teaching and service obligations to the university and should not participate in those activities while on FDL. At the completion of FDL faculty are required to submit a summary report containing the following:

1. Submit their approved proposal
2. Submit a summary of their accomplishments, any delays that may have hindered their work, updated progress on the deliverables, and/or products (2 page maximum)
3. FDL outcomes will be part of annual evaluation and subject to research workload expectations.

The final report should be sent to Faculty Affairs (facultyaffairs@utrgv.edu) 30 days after the completion of the FDL.

REVIEW MATERIAL

Department Chair or School Director Review Letter: The review letter must include a description of how the leave will benefit the department/school and the department/school's plan to cover the classes vacated by the faculty member (if the leave were to be approved). It is also important for the Chair/Director to address why full leave is needed as opposed to a course release. Letters that fail to address the criteria above may result in the rejection of the application.

Dean's Review Letter: The letter must include a description of how the leave will benefit the College, and comment on the Chair/Director's plan to cover the classes vacated by the faculty member (if the leave were to be approved). It is also important to address whether full leave is needed as opposed to a course release. Letters failing to address the criteria stated above may result in the rejection of the application.

(*If requested by Dean*) College Committee Review Letter: The Dean will decide if a college-level committee is needed, and if so, will be responsible for assembling this committee for the purpose of assessing the applications using the outlined criteria in this document. If needed, the college-level review should identify strengths and weaknesses and make a recommendation to the Dean. College committees should not rank applications from their college.

University Committee Review (FDC): The Faculty Development Council will assess the applications using the criteria outlined in this document. The review should also identify strengths and weaknesses and make a recommendation to the Provost or Designee.

FDL and FACULTY EVALUATIONS

In accordance with HOP ADM 06-503 and 06-504, faculty cannot defer their evaluation if it is to occur while they are on FDL.

For faculty evaluations, faculty dossiers must include their approved FDL proposal, accomplishments summary, and other relevant documents (such as publications, grants submitted/awarded, books, etc.). The review considers the time and workload allocated for FDL and evaluates what was accomplished applying university criteria (H.O.P.) and departmental guidelines.

Incomplete applications or applications received after the deadline(s) will not be reviewed and will be returned to the applicant.