

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Faculty Leave Programs
GUIDELINES AND APPLICATION

EVALUATION CRITERIA

- * Clarity of the project objectives, activities and outcomes;
- * Intellectual merit of the project, including creativity and originality;
- * Impact/benefits for the faculty member, school/department/college, university and profession/society;
- * Prospects for achieving the proposed goals(s), that includes resources available, preliminary work done, a publishing contract, etc.;
- * Qualifications of the faculty member, including scholarship record and previous achievements; and
- * The need for the leave, i.e. can the proposed project be accomplished with a teaching release as opposed to a full leave.

FACULTY MEMBER APPLICATION MATERIAL

A complete application should include the following:

1. **An Application Cover Page:** (with required signature)
2. **Project Summary/Overview:** (maximum 1 page): Brief description of project objectives, activities, and impacts.
3. **Project Description/Narrative:** (maximum 5 pages): Description of the project's type/purpose, objectives, merit, activities, benefits/impact, expected outcomes/results, as well as references (as applicable). It is important for the applicant to address all the elements of the criteria listed above.
4. **The Applicant's most recent Curriculum Vitae (CV).**
5. **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.

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 the 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.

College Committee Review Letter: The Dean will be responsible for assembling a college-level committee for the purpose of assessing the applications using the outlined criteria in this document. The college review should identify strengths and weakness and make a recommendation to the Dean. College committees should not rank applications from their college.

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 the 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

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

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

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Faculty Leave Programs
College Level Application Check List

<input type="checkbox"/>	Cover page
<input type="checkbox"/>	Project Summary (maximum 1 page)
<input type="checkbox"/>	Project Description / Narrative (maximum 5 pages)
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	Supplementary Documents (as applicable) Department Chair / School Director Letter
<input type="checkbox"/>	Department Chair / School Director Letter
<input type="checkbox"/>	College Committee Review Letter
<input type="checkbox"/>	Dean's Review Letter

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Faculty Leave Programs
APPLICATION COVER SHEET

Faculty Name Academic Title Employee ID

Department

College

Total Years of Academic Service at UTRGV and legacy institution(s) To: Dates of Previous FLP (if applicable) To: Proposal Date of FLP

APPLICANT'S CERTIFICATION:

1. I have verified that the rules and regulations of the funding agency and the university are being followed.
2. I agree to return to the University for at least the equivalent time of this leave.
3. I will submit a brief report of my activities and accomplishments within 30 days after the conclusion of this leave.

Faculty Member Signature Date

DEPARTMENT REVIEW:

Please attach a review letter as outlined in the guidelines.

Director/Department Chair Date APPROVE DENY

COLLEGE REVIEW:

College committee and dean must attach a review letter as outlined in the guidelines.

College Committee Date APPROVE DENY

Dean Date APPROVE DENY

UNIVERSITY REVIEW:

University committee must attach a review letter as outlined in the guidelines.

Faculty Development Council Date APPROVE DENY

EVP and Provost or Designee Date APPROVE DENY

President or Designee Date APPROVE DENY