Operating Policy and Procedure

SON OP: 20.105 Faculty Development Leave Policy

PURPOSE: (See Objective below)

REVIEW: This section of the handbook shall be reviewed by the Dean, Coordinating Council, and Professional Development Council by September 1st on odd-numbered years.

I. OBJECTIVE
The principal objective of the faculty development leave program is to allow faculty members to engage in study, research, writing, clinical skills acquisition and similar projects, free from other academic obligations, for the purpose of improving the educational experience available to the students at TTUHSC School of Nursing. The costs of such academic certification (e.g. tuition) are the responsibility of the recipient.

II. ELIGIBILITY
A faculty member is eligible by reason of service when he or she has served full-time in an academic role as a member of the faculty of TTUHSC School of Nursing for at least five academic years. This service may be as an assistant, associate, or full professor. Leave may be requested by tenure track faculty at the assistant professor rank or above and at the associate professor rank or above for the non-tenure track faculty.

III. DETAILS OF PROGRAM
A. The following factors, in decreasing order of importance, are considered in ranking applications for development leave:
   1. Evidence that the leave will increase the applicant's academic effectiveness.
   2. Potential for creative work or contribution to knowledge in applicant's field.
   3. Evidence that the applicant has shown professional growth and substantial competence in his or her field.
   4. Potential for contribution to higher education at TTUHSC School of Nursing.
   5. Length of time since last faculty development leave
   6. Length of service to TTUHSC School of Nursing.

   B. Leaves granted under this program are ordinarily for six months at full salary (does not include any administrative supplement) or for twelve months at one-half salary. Salary for leave periods of between six and twelve months are prorated accordingly. Some fringe benefits may continue as negotiated.

   C. All faculty development leaves must conform to the State of Texas Faculty Development Leave Act, as amended, and to the rules of the TTUHSC Board of Regents.

   D. Remuneration:
      Merit or other salary increases at this institution are not affected by the leave. A member of the faculty on development leave is a faculty member for purposes of participating in the programs and receiving the benefits made available by or through the institution or the state to faculty members, but does not vote on tenure and promotion decisions.

   E. Responsibilities of the recipient:
      1. The recipient is expected to return to employment of TTUHSC for a period of time of not less than one year following the completion of this leave unless mutually agreed otherwise. If the faculty member voluntarily leaves TTUHSC within the one-year period following completion of a faculty development leave, the faculty member is expected to reimburse TTUHSC for the salary and benefits paid during the period of the faculty leave.
      2. The recipient is to submit a report to the Dean on his/her activities during the leave within three months after the end of the leave.

IV. PROCEDURE FOR PARTICIPATION IN THE PROGRAM
A proposal is to be prepared on the Faculty Development Leave Application Form and submitted to the Office of the Dean. The signature of the Dean of the School of Nursing is required before submission. The Dean may attach additional material in support of the application.

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