

College of Natural Sciences and Mathematics

Faculty Development Leave Program

Faculty Development Leaves (FDL), granted for **one academic year** (for a Fall and Spring semester), provide an opportunity for tenured, full-time faculty in the College to improve their professional effectiveness through research, writing, study, field observation or other suitable professional activities.

Requests for leaves for less than one academic year should be submitted to the Department Chair; such requests will not be considered by the College.

Applicants must be tenured faculty members at the time of application and have been employed by the University for a minimum of six consecutive academic years unless there are extenuating circumstances. **Those granted a leave will not be eligible for another until the seventh academic year after the academic year during which they last held an FDL.**

Faculty Development Leaves are not automatic, but all faculty are encouraged to consider using such opportunities as a normal part of professional development. Each applicant will prepare a brief narrative in which specific reference is given to the research, study or other activity to be undertaken. This narrative, along with an up-to-date vita and an application form, will be submitted to the Associate Dean for Faculty Affairs of the College of Natural Sciences and Mathematics by **the last day of February** for Fall/Spring leave requests and **the last day of September** for Spring/Fall requests.

Faculty who receive a Faculty Development Leave will receive half of their 9-month salary. Their home departments will receive a portion of the unencumbered salary to assist with covering instructional duties. This program is internally funded and applicants should not plan on dictating how the remaining portion of their salary is spent.

The Office of the Provost may request the opportunity to review all applications and to be kept informed. Unless and until there is a change in funding procedures, the decision as to how many leaves will be permitted will be made by the Dean of the College in consultation with the Promotion and Tenure Committee. The Committee will review each proposal and provide the Dean with a priority ranking of all applicants. A committee member will not be allowed to rank a member of his/her own department. **Leaves will be awarded on a competitive basis to faculty who demonstrate the greatest potential for scholarly accomplishment and professional development during the period of the leave.** In addition, the Committee may consider seniority, past accomplishments, and recent leaves of the applicant in arriving at their priority rankings.

No individual on FDL may accept employment from any other person, corporation, institution or government, unless such employment is approved by the President of the University of Houston.

An award recipient who makes substantial changes in the FDL as originally proposed must notify the Dean of the College of such changes and receive approval for the award to remain in force. Substantial changes would include change of collaborators in a leave activity, or major changes in the topic or focus of the project.

An award recipient must agree to resume full-time faculty status at the University of Houston for a period of at least one academic year upon conclusion of the FDL.

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Application For A Faculty Development Leave

To facilitate committee review and to ensure comparability of evaluation, applications should conform to the following format.

- (1) Cover Sheet (copy attached)
- (2) Vita – including academic degrees with dates and positions held at the University of Houston and elsewhere, professional accomplishments (publications, scholarly activities, grants, teaching, etc.) and other significant contributions to the activities and general development of the University.
- (3) A detailed statement concerning the activity for which the development leave is requested including specific reference to the activity to be undertaken, where the work will be done, its relevance to the applicant's responsibilities at the University, and any other information that will be helpful to the review committee. An awareness that educated "lay" committee members will be reviewing the applications should guide the preparation of the proposal.
- (4) Description of any grant or other assistance awarded or applied for during the period for which the leave is requested.
- (5) Applicants are encouraged to have letters of recommendation submitted directly to the Associate Dean for Faculty Affairs of the College. Additionally, they are encouraged to request that their department chair provide a recommendation. A statement (if applicable) from the host institution where the development leave activity will take place, indicating that the institution supports the activity, should be included in the application.

At the conclusion of the leave period, each recipient of an FDL is expected to submit a brief report to the Associate Dean for Faculty Affairs outlining the activities undertaken during the period of the leave.

All submitted materials should be forwarded by email to the Associate Dean for Faculty Affairs of the College no later than **the last day of February** for Fall/Spring leave requests and **the last day of September** for Spring/Fall requests.

NSM Faculty Development Leave

COVER SHEET

Name: _____

Department: _____

Rank: _____

Date of Initial Appointment at the University of Houston: _____

Have you received a previous Faculty Development Leave at the University of Houston: _____

If yes, for which semester(s) and which year (s)? _____

Have you taken a leave of absence from the University of Houston? _____

If yes, for which semester(s) and which year (s)? _____

To be completed by the Chair of the applicant's department.

"I am aware that this proposal is being submitted, and have no administrative reason to object to this leave"

Chair Name

Chair Signature

Date