



Procedures and Responsibilities

1. GENERAL

- 1.1 For the purpose of this Procedure, “faculty member” means a person who is tenured and employed on a full-time basis as a member of the faculty and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.
- 1.2 A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has attained tenure and has served as a member of the faculty at Texas A&M University-Kingsville for at least six consecutive academic years. This service may be at any academic rank and must be full-time academic duty, but need not include teaching. A faculty development leave may be granted for study, research, writing, scholarly and creative activities, field observations, or other suitable purposes. Faculty are eligible to receive faculty development leave no more than once every seven years.
- 1.3 This program is restricted to those departments or academic units that are able to release a faculty member without affecting their academic functions and without hiring a replacement, unless funds are available.
- 1.4 A faculty development leave may be granted for one academic year at one-half of a faculty member’s regular salary or for one-half academic year at his/her full salary. Leave may be granted for a full year at full salary for a faculty member who has held an administrative position at the institution for more than four years.

2. PROCEDURES FOR APPLYING FOR A FACULTY DEVELOPMENT LEAVE

- 2.1 A faculty member applies for faculty development leave of absence by submitting a written request for development leave to his or her department chair. The application will outline the developmental plan, indicating the purpose of the leave (from paragraph 1.2 above), the period of time involved, the expected scholarly outcomes of the leave, anticipated venues for scholarly products resulting from the development leave, and how the development leave will be assessed. For development leaves involving formal involvement with other institutions, the applicant will submit

be on faculty development leave at any one time. Approval