

UT Tyler Faculty Development Leave Program

Request for Proposals

Academic Year 2024-2025

Overview

The Faculty Development Leave program provides support for tenured faculty members of both campuses of The University of Texas at Tyler to enhance their professional portfolio, develop national and international collaborations, and enrich their academic career in support of teaching, research, service, or creative activity.

A limited number of awards providing release time are granted annually through a peer-reviewed, competitive process upon approval by the President, as provided in the [Texas Education Code](#) Chapter 51. Subchapter C. *Faculty Development Leaves of Absence*.

A faculty member is awarded professional development leave based on the merits of a specific proposal for their professional development. An award is an investment made by the university with the expectation that the leave will enhance the faculty member's ability to contribute to the university's strategic goals and priorities.

The purposes for which professional development leave may be granted include:

1. Research on significant problems and issues
2. Important creative or scholastic work in the arts
3. Intensive study at another institution

Eligibility

Full-time faculty may submit proposals for Faculty Development Leave if they meet the following eligibility qualifications:

1. Applicant must be full-time faculty member at the UT Tyler main campus or in the School of Health Professions on the Health Science Center campus for at least six consecutive academic years by the time that Faculty Development Leave begins.
2. Applicant must have earned (or, for assistant professors, will have earned) tenure at UT Tyler by the time Faculty Development Leave begins.
3. Applicant must not have taken any other development leave within The University of Texas System during the prior six years of full-time service.

Non-tenure-track faculty, part-time faculty, visiting faculty, and untenured faculty, except for those being considered for tenure in the same year, are ineligible for the Faculty Development Leave program. Leaves of absence and duly approved extensions of the

probationary period (tenure clock extensions) will be excluded in determining a faculty member's years of full-time service.

Application and Award Process

The Faculty Development Leave award process includes the following elements:

1. Submission of applications by eligible faculty
2. Review of applications and recommendation of awards by Faculty Development Leave Review Committee
3. Review and approval of awards by the Senior Vice President for Research, the Executive Vice President of Academic Affairs and Provost, and President.
4. Announcement of awards by the Senior Vice President for Research
5. Acceptance of awards by awardees

Faculty Development Leave Application

Applicants must complete the [fdl-application form](#) and attach the Faculty Development Leave proposal.

The proposal must conform to the following requirements:

- One of the following fonts must be used: Arial, Courier New, Palatino Linotype or Times New Roman at a font size of 11 points or larger.
- No more than six lines of text within a vertical space of one inch.
- Margins in all directions must be at least one inch.

The Faculty Development Leave proposal must include the following elements.

1. **Project Summary** (one page). Provide an overview of your plan for the Faculty Development Leave including proposed dates of leave, what you intend to do, where you intend to take your leave, and how the leave will benefit your research or scholarship, performance skills, your teaching, your department, college, and UT Tyler.
2. **Proposal Narrative**: (3-5 pages, excluding references and attachments). Provide sufficient detail to clearly convey (a) why you are seeking a Faculty Development Leave of absence, (b) whether you have any travel plans, if applicable, (c) what you plan to do and accomplish during the leave of absence, and (d) how the Faculty Development Leave will impact your scholarship performance in the arts or teaching, and how (e) how it will strengthen your department, college, and university's strategic goals. Include a description of efforts made to secure outside funding if that funding is relevant to this Faculty Development Leave application.
3. **Attachments**: The following supporting documents are required:
 - a. Current CV (3-page limit)

- b. Letter of invitation or letter of authorization to use facilities or materials from another organization, if applicable
- c. Copies of all outside funding agreements if relevant to the Faculty Development Leave Statement of Plan
- d. Department Chair letter that addresses the following topics:
 - i. The extent to which the objectives of the project will contribute to the professional development of the faculty member and to the objectives and needs of the department, school or college, and university
 - ii. The specific plans of the department, school, or college to adjust to the absence of the faculty member, if the leave is granted.

Application Submission Deadline

1. Faculty Development Leave applications for the academic year 2024-2025 are due on or before 11:59 PM March 25, 2024. Awards will be announced by May 2024. Faculty Development Leave granted for the 2024-2025 academic year can begin with the fall 2024 semester and must be completed before August 31, 2025.
2. E-mail completed applications and required attachments as a SINGLE PDF file to research@uttler.edu. Please label file using "Last name_First name_Faculty Development Leave Application_2024-2025."

Application Review Process

Faculty Development Leave applications are selected for awards through a competitive merit review process and the number of awards given each year is based on available funding.

The Office of Research, Scholarship, and Sponsored Programs will oversee the review of submitted Faculty Development Leave applications for compliance with the eligibility requirements and application instructions.

Applications that comply with applicant eligibility criteria and application requirements will be reviewed by a committee representing colleges and schools and appointed by the Senior Vice President of Research based on the review criteria. The review committee will forward its recommendations to the Senior Vice President of Research, the Provost and ultimately to the President, who will make the final selection(s).

Application Review Criteria

Faculty Development Leave applications will be reviewed and recommended for awards based on the following criteria.

1. Applicant's professional record of teaching, research, and scholarly productivity based on the submitted CV.

2. Merit of the proposed Faculty Development Leave activities including the impact of the leave absence on the applicant's professional development and career and on the institution.
3. Feasibility of project completion during the Faculty Development Leave period.
4. Contribution of the proposed activities to advancement of the applicant's field of study and enhancement of the teaching and/or scholarly achievements of the applicant's department, school or college, and The University of Texas.

Important Note: Faculty submitting FDL proposals are required to consult with their department chair and dean before submitting the application to ensure they have departmental support.

Faculty Development Leave Review Committee

1. The Faculty Development Leave Review Committee is comprised of at least five full-time tenured faculty members who have at least six years of full-time faculty status at UT Tyler. The Senior Vice President for Research in consultation with the Research Council chair and vice chair appoints the review committee members, each of whom represents a different department. Selected committee members are preferably faculty members who have previously received FDL in the immediate past six years. Committee members recuse themselves from reviewing applications submitted by faculty from their own department. One committee member is asked to serve a second year as the chair of the committee for the following year.
2. Members of the Faculty Development Leave Review Committee evaluate the strengths and weaknesses of each proposal and then rank them in order of strength in accordance with the review criteria. At a meeting of the committee, the chair presents the compiled results and asks for any discussion and final recommendations. When the committee has concluded its work, the chair reports the committee's recommendations to the Senior Vice President for Research who reviews and then presents the final recommendations to the President for final approval.

Faculty Development Leave Time Periods

Applicants must request to take awarded leave during the academic year in the subtitle of this request for proposals as one of the following time period options:

1. A leave period of one semester (Fall or Spring) at full regular salary. Applicants requesting Faculty Development Leave under these terms should specify the semester of leave (Fall or Spring).
2. A leave period of one academic year (cannot cross academic years) at one half of the regular salary. Under these terms, the faculty member will be assigned a 50%-time appointment at his or her academic salary rate for the Fall and Spring semesters. Employee benefits and required withholdings, including retirement

contributions, calculated either on the faculty's percent-time appointment or the resultant monthly salary, shall be reduced accordingly during the leave period. To minimize any negative consequences of the temporary change to a 50%-time appointment, the university will continue to provide health benefits under the state, UT System, and UT Tyler policies in effect during the time of the Faculty Development Leave. Beyond any such adjustment, no additional compensation for the loss of benefits, such as retirement contributions, arising out of the awardee's decision to elect a full-year Faculty Development Leave, will be provided. Faculty considering this option are strongly encouraged to consult with the benefits coordinator in the Office of Human Resources before making a final decision.

Terms and Conditions of Faculty Development Leave Awards

1. Awardees are required to sign a statement agreeing to return to the university for at least one academic year at the end of the leave period. If an awardee does not return, for whatever reason, the awardee will be liable to the university for the full amount of salary paid to that faculty member during the period of the Faculty Development Leave. In the event of the faculty member's passing or disability due to ill health or accident while on Faculty Development Leave, the university will not exercise its right to the return of full payment of salary and benefits.
2. Awardees agree to be called to serve on the Faculty Development Leave Review Committee in any of one or more of the four years immediately following the academic year of their FDL award.
3. If a faculty member is offered a Faculty Development Leave award that depends upon additional funding that fails to materialize, the faculty member must report the problem and provide an alternative plan for addressing the proposed leave objectives to their academic unit head. If the unit head approves of the revised plan, they will submit it to the review committee who will review the applicant's alternative plan and decide whether to recommend the alternative plan to the Senior Vice President for Research.
4. If the university withdraws the Faculty Development Leave award due to financial or unit-level considerations, the applicant may resubmit the following year.
5. Awardees must submit to the Office of Research, Scholarship, and Sponsored Programs a report no more than five-pages, single spaced, no later than 90 days following the end of the leave period. The report should include details about the activities and accomplishments that occurred during the Faculty Development Leave, deliverables that were produced, and any plans for future work. Copies must also be provided to the Chair of the department and Dean of the college or school.
6. Awardees should present their research, scholarship, or creative activity at a UT Tyler event such as the East Texas Research Conference.