

Faculty Development Leave (FDL) Program

Request for Proposals Academic Year 2025-2026

Purpose

The UT Tyler Faculty Development Leave (FDL) program offers tenured faculty members paid leave from teaching and service responsibilities, providing them with dedicated time to focus on research, scholarship, and creative activities.

Faculty Development Leave awards are strategic investments by the university, designed to enhance faculty careers while also contributing to the university's broader goals and priorities.

A limited number of awards in the form of release time are granted through a peer-reviewed, competitive process upon approval by the Provost and President, as provided in the Texas Education Code (Section 51.101 et. seq.).

The program is sponsored by the UT Tyler Graduate School in partnership with the Office of the Executive Vice President of Academic Affairs and Provost.

Eligibility

1. Faculty must be tenured at UT Tyler at the time of applying for and receiving Faculty Development Leave.
2. Faculty must have completed at least six full academic years as a full-time faculty member at UT Tyler by the start of the Faculty Development Leave. These six years must include at least two consecutive full academic years of service at UT Tyler, during which no other Faculty Development Leaves were taken.
3. Faculty must demonstrate a consistent record of excellence and a clear pathway for continued success in research, scholarship, and creative endeavors, as defined by their college or school.

Activities

Faculty may request a Faculty Development Leave for a variety of activities, including but not limited to:

1. Advancing research or exploring new research areas by collaborating with national or international laboratories, research and development centers, or experts in the field.
2. Completing and submitting manuscripts for the publication of a scholarly book.
3. Conducting laboratory research, documentary research, field studies, or site-specific investigations.
4. Engaging in creative activities leading to exhibitions or performances, in line with the scholarly standards of the discipline.
5. Developing new research programs or subject areas that are identified as important to the faculty member's department, school, or college.

6. Pursuing other scholarly or creative activities of comparable significance that contribute to the knowledge base of the faculty member, students, the university, and society.

Please note: Faculty Development Leave may not be used for obtaining an advanced degree, professional certification, or licensure.

Application Process

Faculty Development Leave applicants must:

1. Verify they meet the eligibility criteria before preparing their application materials.
2. Obtain approval from their supervisor for the timing (fall, spring, or half-time across both terms) and content of their Faculty Development Leave proposal prior to submitting the application.
3. Complete the FDL application form [fdl-application form](#) and attach the required materials listed below.
4. Email the completed application and attachments as a SINGLE PDF file to research@uttyler.edu, using the following file naming format: "Last name_First name_Faculty Development Leave Application_2025-2026."

Faculty Development Leave applications for AY 2025-2026 are due no later than 11:59 p.m. on March 14, 2025.

Faculty Development Leaves granted for AY 2025-2026 may begin in the fall 2025 semester and must be completed by August 31, 2026.

Application Materials

1. Curriculum Vitae (maximum three pages).
2. Faculty Development Leave Proposal, including:
 - a. Abstract (100 words maximum) summarizing the purpose of the proposed Faculty Development Leave. The abstract should avoid unnecessary acronyms and include the following details:
 - i. The location where the faculty member will engage in Faculty Development Leave activities.
 - ii. The specific research, scholarship, or creative endeavors to be pursued during the leave.
 - iii. The benefits and anticipated impact of the leave on the faculty member's professional development in research, scholarship, and creative activities, as well as on their department, college, or school, and the university.
 - b. Proposal (maximum 2,000 words) that describes and justifies:
 - i. The proposed research, scholarship, and creative endeavors, and the need for the Faculty Development Leave.
 - ii. The location where the work will be conducted during the leave.

- iii. The type of Faculty Development Leave requested (full-time for one term or half-time across two terms).
- iv. Details of the planned leave activities.
- v. How the leave will contribute to advancing the faculty member's research, scholarship, and creative endeavors.
- vi. Expected outcomes of the leave (e.g., publications, exhibitions, research proposals, grant applications, new program development, etc.).
- c. Bibliography (optional, maximum two pages).
- d. Invitation Letter (required only if the Faculty Development Leave is hosted elsewhere, such as a national lab, another institution, etc.).

Review Criteria

Faculty Development Leave applications will be evaluated and recommended for awards based on the following factors:

1. Significance of the Faculty Development Leave project.
2. Feasibility of completing the project within the proposed Faculty Development Leave timeframe.
3. Benefits of the Faculty Development Leave for the faculty member's career, as well as for their department, school, or college.
4. Expected Outcomes of the Faculty Development Leave (e.g., publications, exhibitions, research proposals, grant applications, new program development, etc.).
5. Contributions of the Faculty Development Leave outcomes to the university's strategic goals and priorities.

Terms and Conditions

1. Faculty members may be granted Faculty Development Leave for:
 - a. One academic year (e.g., Fall 2025 and Spring 2026) at one-half of their regular salary, or
 - b. One-half academic year (e.g., Fall 2025 or Spring 2026) at full regular salary.
2. Faculty members serving in administrative roles are expected to take leave from their administrative duties during their Faculty Development Leave. The leave also includes departmental, college, and institutional service.
3. Faculty on Faculty Development Leave may accept grants for study, research, or travel from any institution of higher education, charitable, religious, or educational organizations, business enterprises, or federal, state, or local government agencies. All grants must be disclosed in the application.
4. Faculty on Faculty Development Leave may only accept employment from any entity other than UT Tyler with prior written approval from the President, who will determine if such employment is in the public interest.

5. Faculty receiving Faculty Development Leave are required to return to the university for at least twelve (12) months following the leave. Failure to do so will require reimbursement of the salary and benefits received during the leave.
6. Faculty receiving Faculty Development Leave must submit a summary report (maximum five pages) detailing the outcomes and impact of their leave within one month of returning. The report should include information on activities and accomplishments, deliverables produced, and any plans for future work.