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| Policies of the University of North Texas Health Science Center | Chapter 6  Faculty Affairs |
| **06.101 Faculty Development Leave** |

**Policy Statement.**

Faculty Development Leave is authorized for the primary purpose of increasing the value of the recipient’s further service to the institution by providing an opportunity for professional growth.

Guidelines for Faculty Development Leave

1. Sections 51.101 – 51.108 of the Texas Education Code provide for faculty development leaves of absence and this policy conforms to this legislative directive.
2. The Board of Regents may grant faculty development leaves of absence for study, research, writing, field observations or other suitable purposes, under conditions allowable by the State of Texas.
3. A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has served as a full-time member of the faculty for a minimum of six (6) consecutive academic years and is not in the terminal year of employment at UNTHSC.
4. Faculty may be granted leave for twelve (12) consecutive months at half salary or period of up to six (6) months at full base salary. During the period of the leave the faculty member shall be eligible for benefits of insurance, social security, health insurance, and teacher retirement made available to other full or part time faculty members.
5. Faculty Development Leave shall be awarded with the expectation that the recipient plans to continue service at the institution for at least one academic year immediately after completion of the leave. Recipients who do not remain at UNTHSC for one calendar year immediately following the termination of their leave are required to repay UNTHSC the full amount of cash and travel benefits received from UNTHSC under the terms of their leave.
6. Procedures for selection consistent with state guidelines are utilized by the President in making recommendations for faculty leaves to the Board of Regents including that no more than 6% of the faculty members of UNTHSC may be on faculty development leave at any one time.

**Application of Policy.**

This policy applies to full-time faculty requesting Faculty Development Leave. Development leaves cannot be used for retraining from academic to administrative positions and vice versa.

**Definitions.**

1. Full-time Faculty. Full-time faculty are responsible for the quality of their contributions to the curriculum in areas of specific teaching, clinical, or research/scholarly activities and devote their primary professional efforts to the affairs of the UNTHSC. As defined in HR Policy 5.401, a full-time appointment is based on a work schedule of forty (40) hours each week (100%).

**Procedures and Responsibilities.**

1. At least six (6) months prior to the projected commencement date for a Development Leave, the faculty member must provide his/her Department Chair with a request for such leave. This written request must include **(a)** duration of the leave; **(b)** purpose of the leave including the specific institutions with which the faculty member will be associated during the leave; and **(c)** projected sources of salary compensation, if any, in addition to that provided by the state.

Responsible Party: Faculty Member/ Department Chair

1. The Department Chair will evaluate the request and determine the impact of such leave on the department functions. Within ten (10) working days, the Chair will provide the Faculty Senate a copy of the application and a written recommendation to accept or reject the faculty member’s leave request. The recommendation must include: **(a)** recommendation to accept or reject the application, **(b)** justification for recommendation, **(c)** financial commitment of the department and the institution during the leave period, and **(d)** proposed reorganization of departmental functions and responsibilities during the absence of the faculty member.

Responsible Party: Department Chair

1. The Faculty Senate shall evaluate the request and within ten (10) working days, forward its recommendation to the appropriate dean, along with all supporting materials.

Responsible Party: Faculty Senate

1. The Dean will review the request and send the recommendation to the Provost, who shall forward the recommendation to the President.

Responsible Party: Dean/Provost

1. Upon the recommendation of the President, the Board of Regents may grant the requested leave.

Responsible Party: President/Board of Regents

1. The Provost shall notify the faculty member of the decision.

Responsible Party: Provost

1. In the event the Department Chair is requesting leave, he/she will follow the same procedure submitting his/her request to the appropriate Dean at least six months prior to the proposed leave. The Dean will review the request and make a recommendation to the Faculty Senate within ten (10) working days. This committee will review the request and forward it within ten (10) working days to the Provost, who shall forward the recommendation to the President. Upon the recommendation of the President, the Board of Regents may grant the requested leave. The Provost shall notify the faculty member of the decision.

Responsible Party: Board of Regents Provost/President/Faculty Senate

**References and Cross-references**.

Texas Education Code Sections 51.101 - 51.108

[Faculty Bylaws, Article XVII - Faculty Senate, Section 2.e.](http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/Documents/Bylaws%20ARTICLE%20XVII-Faculty%20Senate%209.1.09.pdf)

**Forms and Tools.** (optional)

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