

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

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**12.99.01.Z1.01 Faculty Development Leave**

*Approved July 25, 2001*

*Revised January 15, 2004*

*Revised January 10, 2007*

*Revised August 14, 2010*

**Supplements System Regulation 12.99.01**

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**1. GENERAL**

Sections 51.101 through 51.108 of the Texas Education Code define the faculty development leave program and prescribe conditions under which faculty members in state institutions of higher education may be granted development leaves. System Regulation 12.99.01 summarizes these statutory requirements.

**2. ELIGIBILITY**

The Health Science Center recognizes the State requirements and adds the following conditions to faculty members qualifying for development leave:

- 2.1 A faculty member is eligible by service to be considered for a faculty development leave when he/she has served as a member of the faculty of the Health Science Center, or any of its components, for at least five consecutive academic years.
- 2.2 All faculty members are eligible to apply for development leave. In the case of faculty not employed by the Health Science Center, time away also needs to be negotiated with their employer.

**3. REQUIREMENTS**

- 3.1 Upon completion of the development leave, the faculty member shall provide a written report of the experiences gained to the department chair and component head.
- 3.2 The faculty member shall also make a formal presentation of the results of the development leave to faculty, staff and/or students in the component.
- 3.3 If the faculty member does not return to the Health Science Center for one year following completion of the development leave, he/she will pay back any compensation received during the leave.

#### **4. PROCEDURE FOR PROCESSING APPLICATIONS**

In order to be considered for development leave, a faculty member must use the following steps:

- 4.1 Complete the Application for Faculty Development Leave (**Attachment A**, available on the HSC website or from the Office of the Vice President for Academic Affairs). After receiving approval from the appropriate Department Chair and component Dean/Director, submit the application to the Vice President for Academic Affairs.
- 4.2 The Vice President for Academic Affairs will review the application and make a recommendation regarding its approval to the President.
- 4.3 If the application is approved by the President, it will be submitted to the Chancellor and forwarded to the Board of Regents for approval prior to the effective date of leave.
- 4.4 As there are numerous approval steps, the application should be initiated at least six months prior to the Board of Regents meeting at which final approval is obtained.\* Approval must be obtained prior the start of the development leave.

\*Estimated Approval Time Line

Preparation and References (8 wk)---Departmental Review and Component Review (4 wk)---HSC Review (4 wk)---  
System Review (8 wk)

#### **OFFICE OF RESPONSIBILITY**

**Vice President for Academic Affairs**