

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

12.99.01.Z1.01 Faculty Development Leave

Approved July 25, 2001

Revised January 15, 2004

Revised January 10, 2007

Supplements System Regulation 12.99.01

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. HEALTH SCIENCE CENTER REQUIREMENTS

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 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. PROCEDURE FOR PROCESSING APPLICATIONS

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

- 3.1 Complete the Application for Faculty Development Leave (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.
- 3.2 The Vice President for Academic Affairs will review the application and make a recommendation regarding its approval to the President.
- 3.3 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.

OFFICE OF RESPONSIBILITY

Vice President for Academic Affairs