

**Texas A & M International University  
Faculty Development Leave  
Application Form & Process**

**Name:**

**Date:**

**College/School:**

**Department:**

**Timeframe for Leave Requested:**

- One half academic year (one semester) at full salary or
- One full academic year (two semesters) at half salary.

**Years of full-time service at TAMIU, (including the present academic year) and year tenured:**

**Narrative** (not to exceed 3 pages) providing the following information:

1. A statement of the purpose, nature, and objectives of the professional leave project.
2. A description of the importance of the work to TAMIU's mission.
3. A description of the methodology you will use to research significant problems and issues, do creative or descriptive work, or develop innovations in teaching and learning.
4. A statement of the results anticipated from the professional leave and the benefits to you professionally, to TAMIU, and to our students.
5. An indication of why professional leave is necessary for the conduct of the project (How the project is not within the normal scope of scholarly, teaching, or service activities routinely expected of faculty members.).
6. A short curriculum vitae (no more than three pages) that includes dates of TAMIU employment.
7. If the leave project will include cooperation with another institution, agency, or organization, provide a letter of intent or other appropriate documentation from the other entity.

**Process**

1. Submit the completed Faculty Development Leave Application Form and required attachment(s) to your department chair.
2. The department chair will review it and provide a supporting memo that includes: an appraisal of the project's benefits to the faculty member and TAMIU and an assessment of the effect the faculty member's absence, if approved, would have on academic programs. The department chair will forward the application package to the dean.
3. The dean will review the application and chair's recommendation. The dean will append a support memo and forward the package to the Provost.

4. The Provost will provide all applications received to Faculty Development Leave Committee. The FDLC will review applications using the criteria developed by the FDLC under Faculty Handbook 2.27.2e.
5. Within two months of receiving the Applications, the Committee will return a recommendation to the Provost. Each application will be returned with written comments and feedback appropriate to share with the applicant indicating strengths, areas to improve, and reasons supporting one of the following numerical ratings: 1 -- exemplary proposal, recommend approval; 2 – sound activity but proposal needs to be strengthened, recommend the applicant rewrite and resubmit next year; or 3 – proposal has significant weakness, do not recommend approval.
6. The Provost will review and either endorses the Committee’s recommendations or provides an independent recommendation and forward all to the President.
7. The President will provide final review and approvals.

### **Reporting Requirement**

Within three months of returning from leave, the faculty member will submit to the Provost through the department chair and dean a professional development leave report that includes the degree to which the leave objectives were met, leave activities and how they advanced TAMIU’s mission, and results of the leave.

The reports will be used by the Provost to evaluate the effectiveness of the faculty development leave program; the reports may be used by department chairs and deans as part of annual merit review; and reports will be used by the Committee in evaluating the faculty member’s future applications for professional development leave.