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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**  
**AREA: Faculty**

**MAPP 02.02.54**

**Faculty Development Leave**

**I. POLICY**

- A. Lamar University (LU) has established provisions for Faculty Development Leave pursuant to Texas Education Code, Chapter 51, Subchapter C.

**II. PURPOSE AND SCOPE**

- A. LU authorizes Faculty Development Leave to enable tenured teaching and library faculty members to engage in professional development, study, research, writing, and similar scholarly or creative projects for the purpose of adding to the knowledge available to faculty members, their students, the institution, and society. A Faculty Development Leave is a well-recognized means for improving a state's program of higher education.
- B. This policy complies with Texas Education Code, Chapter 51, Subchapter C, "Faculty Development Leaves of Absence," and all other applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

**III. PROCEDURES**

- A. Eligible faculty members must discuss their intent to apply for Faculty Development Leave with their Department Chair and/or College Dean before submitting their application to the Faculty Senate. In consultation with the Chair and/or Dean, the faculty member should prepare a brief proposal that clearly describes the purpose and delineates the significance of the proposed professional development, study, research, writing, field observations, or other scholarly or creative project.
- B. After the Faculty Senate receives the Faculty Development Leave application, it will be forwarded to the Chair of the Faculty Senate Research and Creative Activities Committee. In a closed meeting, the Senate Committee will evaluate the merits of each application to determine which, if any, applications merit the Senate Committee's recommendation for approval.
- C. The Senate Committee's merit scores, ranking, and routing sheets from the Chair and/or Dean will then be forwarded to the Provost, who will forward his/her/their recommendations to the

President. The President shall then forward his/her/their recommendations to the TSUS Board of Regents, who will render the final decision on granting Faculty Development Leaves.

- D. The Board may grant Faculty Development Leave to a faculty member for either (a) one academic year at one-half the faculty member's regular (nine-month) salary, or (b) one-half academic year at the faculty member's regular (nine-month) salary.
- E. After the final decision by the TSUS Board, the Provost will send a letter to each applicant. Except as provided by law, the Senate Committee's discussion and rankings are confidential and will not be released to other parties.
- F. Within 60 days after returning from Faculty Development Leave, each faculty member must submit a brief but comprehensive report to the Provost, Faculty Senate, College Dean, and Department Chair. The report should include the following: (a) statement of purpose for which the leave was granted, (b) report on accomplishments during the leave that fulfill the stated purpose, and (c) report on any future accomplishments likely to result from the leave. A faculty member who does not submit a report may receive a negative decision on future requests for Faculty Development Leave.

#### IV. ELIGIBILITY

- A. Only full-time, tenured faculty members are eligible for Faculty Development Leave.
- B. The faculty member must have continuous, full-time employment as a member of the LU faculty for at least six (6) academic years with at least two (2) consecutive years of service at the time of application.
- C. Faculty members who join the LU faculty with credit from another institution may apply credit from their previous position to the six-year eligibility requirement. Credit earned at another institution must be equivalent to credit earned at LU, and no more than two (2) years of credit may be applied.
- D. The faculty member must not have had a Faculty Development Leave in the last six (6) academic years of service to the University.

#### V. SUPPLEMENTAL RESEARCH AND CREATIVE ACTIVITIES FUNDING

- A. Pending availability of funds, the Office of the Provost may grant up to ten supplemental research and creative activities awards of up to \$5,000 (one-half academic year leave) or of up to \$10,000 (one academic year leave) to faculty who receive Faculty Development Leave. Applicants not selected to receive supplemental research and creative activities funding will still receive salary support. Supplemental funding is provided to assist faculty in their research and creative activities efforts and can be used as follows:
  - 1. To fund travel costs associated with project expenses during Faculty Development Leave.

2. To purchase equipment and materials needed for research during Faculty Development Leave. Equipment orders require prior written approval from the Provost.
3. Additional expenses related to the leave, with prior written approval from the Provost.

## VI. LIMITATIONS

- A. In keeping with Texas Education Code, Chapter 51, Subchapter C, no more than six (6) percent of all eligible LU faculty members may be on Faculty Development Leave at one time. (Note. Institutional funds for a given academic year may not be sufficient to guarantee this number of leave requests.) Furthermore, no more than one (1) faculty member per department/program per semester should receive Faculty Development Leave.
- B. Faculty Development Leave is not available to support completion of an advanced degree.
- C. If a member of the Senate Faculty Research and Creative Activities Committee plans to submit a Faculty Development Leave application, he or she should be excused from the Committee before his/her/their Faculty Development Leave application is submitted.
- D. While on Faculty Development Leave, a faculty member may not accept employment from any other person, corporation, organization, or government agency unless the faculty member requests and receives prior written approval from the Provost.
- E. If Faculty Development Leave is contingent upon receiving additional support from an external or internal grant awarding agency, a supporting letter or other documentation from the awarding agency is expected with a faculty member's application for leave. Faculty Development Leave cannot be awarded until the Office of the Provost has received the supporting letter or documentation. If the supporting letter or documentation is not attached to the application at the time of submission, the applicant should include a statement that provides a basis for its exclusion and that also states intent to furnish the letter or documentation if leave is recommended.
- F. A faculty member shall sign an agreement to serve LU for at least one semester (for one-semester leave) or one academic year (for an academic year leave) upon completion of Faculty Development Leave. Included in the agreement will be a clause requiring the faculty member to reimburse the University in the amount received as salary, fringe benefits, and any supplemental funding from the University while on leave if he or she should refuse to fulfill the one semester or year of service after the leave. Medical leave, death, or permanent disability of the faculty member attested to by a medical doctor shall be the only exceptions from fulfilling this service.

## VII. RIGHTS OF FACULTY ON FACULTY DEVELOPMENT LEAVE

- A. Faculty members on Faculty Development Leave continue to be members of the Texas Retirement System (TRS) or the Optional Retirement Program (ORP), or both, just as any other member of the faculty on full-time duty and are faculty members for purposes of participating in the programs and receiving the benefits made available by and through LU or the state to faculty members.

- B. The University shall cause to be deducted from a faculty member's salary the deposit and membership dues required to be paid by the faculty member of the member's cost of such programs and any other amounts required or authorized to be deducted from the compensation paid any faculty member.
- C. It is not required that a faculty member obtain matching funds to be eligible for Faculty Development Leave. However, faculty members who are granted Faculty Development Leave are encouraged to seek additional funding from authorized and appropriate external sources.
- D. A faculty member on Faculty Development Leave may accept a grant for study, research, or travel from another institution of higher education; from a charitable, religious, or educational corporation or foundation; from a business enterprise; or from a federal, state, or local government agency. An accounting of all grants shall be made to the University.
- E. A faculty member who applied for but was not granted Faculty Development Leave may resubmit an application during the subsequent evaluation cycle.
- F. After Faculty Development Leave has been granted, any change to the terms of the leave requires prior written approval from the TSUS Board upon recommendation from the LU President.
- G. Before or after being granted Faculty Development Leave, the faculty member may send a written request to the Office of the Provost to rescind the Faculty Development Leave. The faculty member may resubmit his/her/their proposal for consideration the following year or any year thereafter. If the Faculty Development Leave is not rescinded, the limitations and rights stated in this policy shall apply to the leave.

#### VIII. ADDITIONAL OPTIONS FOR FACULTY LEAVE

- A. **Faculty Discretionary Leave.** Opportunities for professional development and/or program improvement often become available on short notice and fall outside the planning and decision-making time parameters required for the Faculty Development Leave program. Examples of such opportunities may include multi-week faculty training programs, short-term visiting research collaborations, and short-term international exchange programs. Discretionary leave is to be addressed separately from the Faculty Development Leave program and does not alter the faculty member's eligibility for Faculty Development Leave.
- B. **Externally Funded Leaves.** Faculty members may receive appointments funded by external agencies that require leave from campus. These externally funded leaves include, but are not limited to, those associated with research grants, visiting appointments to other institutions, temporary appointments to government agencies, and participation in faculty exchange programs. Such appointments are to be addressed separately from the Faculty Development Leave program and do not alter the faculty member's eligibility for Faculty Development Leave.

#### IX. REFERENCES

- A. Texas Education Code, Chapter 51, Subchapter C

**X. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

**XI. APPROVAL**

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Interim Provost and Vice President for Academic Affairs Date

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Lamar University President Date

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## POLICY LOG

Version	Date	Description of Changes
1	08/23/2024	Policy draft completed.
	10/10/2024	Reviews by constituency groups completed.
		Review by campus community completed.
		Policy approved by President.

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