

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: University Funded Faculty Development Leaves

UH-Downtown/PS 10.A.08
Issue No. 3
Effective date: 12/12/86
Page 1 of 2

1. PURPOSE

1.1 The faculty development leave program at the University of Houston – Downtown (UHD) is intended to enable faculty members to engage in research, writing, field observation, internships, and other suitable professional or academic activities to improve their professional effectiveness. The program places special emphasis on providing opportunities to faculty members in departments with program areas either being developed or already existing which need faculty members with (1) expertise not currently available, (2) applied experience for improved effectiveness, and (3) additional appropriate terminal degrees. The leave grants are awarded on a competitive basis to those applicants who demonstrate the greatest potential for contributing to the programs and students of UHD.

1.2 The basic criteria for awarding a faculty development leave grant are (1) the benefits of the proposed activity to the UHD community, (2) the quality and feasibility of the proposal, and (3) the qualifications and accomplishments of the applicant.

2. POLICY/PROCEDURES

2.1 Applicant Eligibility

2.1.1 The applicant must hold a full-time, tenure-track faculty appointment at UHD at time of application.

2.1.2 The applicant also must have held a full-time, tenure-track faculty appointment at UHD for at least two years immediately preceding the beginning of a faculty development leave.

2.2 Length of Leave

Faculty development leaves are generally for one semester (one long semester) or for one academic year (two long semesters).

2.3 Amount of Stipend

The total compensation, including the university's contribution and any external funding, will not exceed the applicant's full salary.

2.4 Outside Employment

A faculty member on development leave may accept a grant for study, research or travel from any institution of higher education, from a charitable, religious, or educational corporation or foundation, or from any federal, state, or local government. He may not accept any employment except as maybe specifically approved by the board of regents.

2.5 Benefit Eligibility

Any faculty member on faculty development leave is eligible to receive the benefits made available by UHD to faculty members.

2.6 Percentage Limitations

In accordance with state law, no more than 6% of the faculty members of UHD may be on faculty development leave at any one time.

2.7 Obligation

A faculty member receiving a stipend for development leave must agree to continue employment at UHD for two long semesters for each long semester of leave at full pay or the equivalent. Faculty members who do not fulfill this obligation must reimburse the university for the amount of their stipend and corresponding staff benefits. Should the university terminate the faculty member prior to completion of this mandatory service time, the faculty member has no obligation to reimburse the university for the amount of the stipend or the corresponding staff benefits. Faculty members must submit a written report of activities undertaken while on leave within one long semester after their return.

2.8 Subsequent Faculty Development Leaves

Those faculty members granted a faculty development leave ordinarily are not eligible to receive another such leave until the seventh year after the academic year for which they were last granted a faculty development leave.

2.9 Time Toward Tenure

Untenured faculty members granted faculty development leaves may neither count leave time toward the tenure probationary period nor be proposed for tenure during the time they are on faculty development leave except by the special consent of the president.

2.10 Returning Salary

Faculty members are responsible for negotiating the salary at which they will return to the institution prior to their accepting the leave.

2.11 Additional Restrictions

Faculty development leave will not be granted for the summer session.

2.12 Format

All faculty development leave proposals must be submitted in the format appended to this document.

2.13 Procedure

The procedure for faculty development leave application is as follows:

<u>Time Frame</u>	<u>Steps</u>
3rd week in September	Appointment of faculty development leave committee by president according to shared governance procedures
1st Monday in October	Notice to faculty that faculty development grants are available
2nd Monday in December	Applications submitted to department chairmen
December through January	Departmental review of applications by department chairmen, in consultation with tenured departmental faculty, and preparation of letters of transmittal addressing relation of the proposed activity to department and college needs and effectiveness of the faculty members' past performance
1st Monday in March	Faculty development leave committee's recommendations to president, academic dean(s), and vice presidents
1st Monday in April	President's notification of grantees
Following formal approval of board of regents	Official notification of awards

2.14 Unfunded Leave

A faculty member whose request for a funded faculty development leave is denied has the right to request consideration for an unfunded leave without reference to the timetable stated in *PS 10.A.14* Faculty Leaves Not Funded by the University.

2.15 Exception

The president may modify the timetable under unusual circumstances.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs
Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.

PROPOSAL FORMAT

I. Title/Cover Page (Limit: 1 page) This page should include the following:

- A. Brief, descriptive title of proposed activity
- B. Applicant's name, rank, and department affiliation
- C. Proposal summary

(A summary of 200 words maximum stating objectives, significance, and anticipated benefits of the proposed activity)

II. Proposal Description (Limit: 3 pages)

This main body of the proposal should be a detailed description of the proposed activity and should include the following:

- A. Objectives and expected significance of the proposed activity
- B. General plan of the activity
- C. Expected benefits to the department and to the college

III. Applicant's Qualifications - Vita or Resume

This section should include information to assure that the applicant has the expertise needed to complete the proposed activity successfully.

IV. Appendices (Limit: 10 pages)

This section should provide any supporting documentation needed for Part II above, e.g. biography of applicant, bibliography, previous publications relating to project.