

College of Sciences

Faculty Development Leave Application and Proposal

GUIDELINES FOR FACULTY DEVELOPMENT LEAVES

DEFINITION

A Faculty Development Leave is a University-sanctioned and compensated absence from usual institutional responsibilities designed to enable a faculty member to engage in study, basic, applied or translational research, curriculum development, commercialization/innovation activities such as establishing a startup, writing and similar projects for the purpose of adding to the knowledge available to the faculty member, the university community and society generally. Applications for leaves may fall into either of two categories: research related or training/career enhancement/teaching related proposals.

Guidelines for Applications

Faculty may apply for a development leave for one academic semester at full pay (i.e. Fall 2024 or Spring 2025) or two semesters at half pay, (i.e. fall 2024 and spring 2025).

Faculty members who are awarded a leave for one semester at full pay are excused from their usual institutional responsibilities during that semester. Faculty members who are awarded a leave for two semesters at half pay are excused from half of their usual institutional responsibilities for each semester. The faculty member and department chair/school director/dean will make the necessary arrangements to redistribute responsibilities for the assigned period. Faculty members who apply for leaves are encouraged to give careful consideration to ongoing responsibilities that will have to be reassigned during the given semester(s).

1. Submit an electronic version of your proposal and a current dated vita to your department chair by February 21, 2024 by noon Central Time. The department chair will transmit it to the Dean's Office, via the college portal link, by noon February 23, 2024.
2. The College Faculty Development Leaves Award Committee will evaluate the applications on the basis of their intellectual merit, including
 - (i) Significance of the project;
 - (ii) Feasibility of completing the project during the FDL,
 - (iii) Benefits of the proposed scholarly products, training, or professional development activities to faculty member's career, department, college and university, and;
 - (iv) Time since last FDL awarded.

The committee will make recommendations for development leaves to the dean by March 22, 2024.

3. The dean will review the recommendations for development leaves and, after consultation with the department chair/school director(s) of the faculty member(s) submitting the proposal(s), give final approval. Notice of awards will be sent by the Dean's Office with a copy of the award letter and the Faculty Request for Leave form to Academic Affairs on or about April 4, 2024.

ELIGIBILITY

Faculty development leaves will be available on a competitive basis to all tenure-track and tenured faculty who have **served a minimum of two years** at the university.

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Title of Project:	
Name of Applicant:	Rank:
Department:	
Purpose of Leave (research related or training/career enhancement/teaching related proposals):	
Period of Requested Leave:	
Other grants in effect during period of leave:	
Other grants applied for to be in effect during period of leave:	
Dates of previous leaves (Please include a copy of the final report that was sent to the Dean):	
A faculty member with ongoing university-related responsibilities must provide a written plan for covering those responsibilities while on development leave. This plan should be included as part of the development leave application. Briefly summarize your written plan here:	

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PROPOSAL CHECKLIST

- Curriculum Vitae**
- Abstract** (*Maximum of 250 words describing major elements and expected outcomes of project*)
- Proposal** (*Maximum of six (6) pages, not counting references, double-spaced, font size 10 or larger. Write for the general academic audience, not specialists in your field). Each bullet item listed below should be a minimum of one paragraph.*
 - Identify the problem to be addressed during leave.
 - Explain the significance of the problem to yourself, your discipline, and UTSA.
 - Explain the urgency requiring a leave Not necessarily location – must be persuasive that the project requires more time than that normally expected to be expended in the course of your normal professional research responsibilities):
 - Explain the groundwork arranged, or to be arranged, prior to the start of leave. This should include **awareness** of: non-monetary aid or support necessary for completion of project, necessary permission and cooperation from involved parties, and any required reviews of research methodology, such as human subjects' experimentation approval).
 - If requesting leave to extend current project, validate need for more time.
 - Clearly, specifically describe your methodology:
 - Clearly delineate details of the project to assure the reader of the feasibility of accomplishing your goals during the leave.
 - Identify the product you expect to have in hand as a result of the project, and its expected significance to yourself, your discipline, and UTSA.
- Provide copies of all supporting documentation received to date regarding groundwork is warranted. This should include **evidence of receipt** of: non-monetary aid (e.g. fellowships) or support necessary for completion of project, necessary permission and cooperation from involved parties, and any required legal or procedural approvals of research methodology, such as human subjects' experimentation approval.)

Department Chair should indicate he/she has reviewed the proposal by signing here:

Signature

Date