

## **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 2025 or spring 2026) or two semesters at half pay, (i.e. fall 2025 and spring 2026).

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 leave are encouraged to give careful consideration to ongoing responsibilities that will have to be reassigned during the given semester(s). The college will set internal deadlines for submissions, all requests are due to Academic Affairs by April 4, 2025. The following outlines the steps in the process:

1. Faculty submit an electronic version of your proposal and a current dated vita to your department chair/school director, who will transmit them to the chair of the College Faculty Development Leaves Award Committee.
2. The College Faculty Development Leaves Award Committee will evaluate the applications on the basis of their intellectual merit and will make recommendations for development leaves to the dean.
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 by **April 4, 2025**, to [VPAA.FACREC@utsa.edu](mailto:VPAA.FACREC@utsa.edu).

### **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.

## **RESTRICTIONS**

1. Faculty members who receive a development leave must agree to return to the university for a minimum of one year following their leave.
2. A faculty member who has received a development leave will be eligible to compete for another leave after an interval of three years from the date of his/her prior leave.
3. A faculty member on faculty development leave may **not** accept employment from any other person, corporation, or government unless the U.T. System Board of Regents determines that it would be in the public interest to do so and expressly approves the appointment.
4. A faculty member is not eligible to take a development leave during an approved phased retirement period.

## **REPORT**

Faculty who receive a Development Leave are required to submit a brief (3-5 pages) report of their activities while on leave to the Dean's office through the Department Chair/School Director. *These reports are due within one month following the conclusion of a leave.*