

# THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

## Faculty Development Leave Program GUIDELINES AND APPLICATION

### PURPOSE

The purpose of the Faculty Development Leave Program (FDL) is to enable faculty members to engage in major study, research, writing, and similar projects for the purpose of adding to the knowledge available to the faculty member, the University, and society.

### ELIGIBILITY

Tenured and tenure-track faculty members with at least 3 years of full-time employment at UTRGV are eligible to apply. Preference will be given to those who have not received a FDL in the past 7 years.

### COMPENSATION

The University will supplement the faculty member's grant or salary paid by the entity sponsoring the development program (if any). If one semester of development leave is awarded, the faculty member would receive full compensation (i.e., 100% of the regular salary.) If the faculty member is granted development leave for a full academic year, the University compensation would be one-half (50%) of the regular salary.

### CYCLES/DEADLINES

There will be one call for applications for leave in advance of the next academic year. Applicants may request leave for the fall semester, spring semester, or for the full academic year. Applications should be submitted in the academic year prior to the requested leave. All applications must be submitted by the stated due date.

#### DEADLINES

**FACULTY DEADLINE** (Application submitted to Director/Chair):

**January 19, 2024**

**COLLEGE DEADLINE**

**February 14, 2024**

(Final Packet submitted to the Office of Faculty Affairs):

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Faculty Development Leave Program  
**GUIDELINES AND APPLICATION**

**EVALUATION CRITERIA**

- \* Clarity of the project objectives, activities and outcomes;
- \* Intellectual merit of the project, including creativity and originality;
- \* Impact/benefits for the faculty member, school/department/college, university and profession/society;
- \* Prospects for achieving the proposed goals(s), that includes resources available, preliminary work done, a publishing contract, etc.;
- \* Qualifications of the faculty member, including scholarship record and previous achievements; and
- \* The need for the leave, i.e. can the proposed project be accomplished with a teaching release as opposed to a full leave.

**FACULTY MEMBER APPLICATION MATERIAL**

**A complete application should include the following:**

1. **An Application Cover Page:** (with required signature)
2. **Project Summary/Overview:** (maximum 1 page): Brief description of project objectives, activities, and impacts.
3. **Project Description/Narrative:** (maximum 5 pages): Description of the project's type/purpose, objectives, merit, activities, benefits/impact, expected outcomes/results, as well as references (as applicable). It is important for the applicant to address all the elements of the criteria listed above.
4. **The Applicant's most recent Curriculum Vitae (CV).**
5. **Supplementary Documentation:** (as applicable, ex: publishing contract for a book, additional support letters): Evidence of a publishing contract and/or correspondence with a prospective publisher is required for book or monograph projects.

**REVIEW MATERIAL**

**Department Chair or School Director Review Letter:** The review letter must include a description of how the leave will benefit the department/school and the department/school's plan to cover the classes vacated by the faculty member (if the leave were to be approved). It is also important for the Chair/Director to address why the full leave is needed as opposed to a course release. Letters that fail to address the criteria above may result in the rejection of the application.

**College Committee Review Letter:** The Dean will be responsible for assembling a college-level committee for the purpose of assessing the applications using the outlined criteria in this document. The college review should identify strengths and weakness and make a recommendation to the Dean. College committees should not rank applications from their college.

**Dean's Review Letter:** The letter must include a description of how the leave will benefit the College, and comment on the Chair/Director's plan to cover the classes vacated by the faculty member (if the leave were to be approved). It is also important to address whether the full leave is needed as opposed to a course release. Letters failing to address the criteria stated above may result in the rejection of the application

**University Committee Review (FDC):** The Faculty Development Council will assess the applications using the outlined criteria in this document. The review should also identify strengths and weaknesses and make a recommendation to the Provost or Designee and applications received after the deadline(s).

**Incomplete applications or applications received after the deadline(s) will not be reviewed and will be returned to the applicant.**

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Faculty Development Leave Program  
**College Level Application Check List**

<input type="checkbox"/>	Cover page
<input type="checkbox"/>	Project Summary (maximum 1 page)
<input type="checkbox"/>	Project Description / Narrative (maximum 5 pages)
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	Supplementary Documents (as applicable) Department Chair / School Director Letter
<input type="checkbox"/>	Department Chair / School Director Letter
<input type="checkbox"/>	College Committee Review Letter
<input type="checkbox"/>	Dean's Review Letter

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
Faculty Development Leave Program  
**APPLICATION COVER SHEET**

Faculty Name \_\_\_\_\_ Academic Title \_\_\_\_\_ Employee ID \_\_\_\_\_

Department \_\_\_\_\_

College \_\_\_\_\_

Total Years of Academic Service at UTRGV and legacy institution(s) \_\_\_\_\_ To: \_\_\_\_\_ Dates of Previous FDL (if applicable) \_\_\_\_\_ To: \_\_\_\_\_ Proposal Dates of FDL \_\_\_\_\_

**APPLICANT'S CERTIFICATION:**

1. I have verified that the rules and regulations of the funding agency and the university are being followed.
2. I agree to return to the University for at least the equivalent time of this leave.
3. I will submit a brief report of my activities and accomplishments within 30 days after the conclusion of this leave.

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT REVIEW:**

Please attach a review letter as outlined in the guidelines.

Director/Department Chair \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY

**COLLEGE REVIEW:**

College committee and dean must attach a review letter as outlined in the guidelines.

College Committee \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY

Dean \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY

**UNIVERSITY REVIEW:**

University committee must attach a review letter as outlined in the guidelines.

Faculty Development Council \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY

Provost or Designee \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY

President or Designee \_\_\_\_\_ Date \_\_\_\_\_  APPROVE  DENY