
DEVELOPMENTAL LEAVES, EXTERNAL AWARDS & FELLOWSHIPS, AND COURSE BUYOUTS

1 Introduction and guiding principles

1.1 One major goal of the College of Liberal Arts is to increase the impact of our research in order to contribute to the mission of Texas A&M University. To meet these shared ends, faculty may benefit from professional leaves that allow the time to complete significant projects. Internal and external awards, especially those in the latter category that serve as important indicators for the Association of American Universities (AAU), provide research time and departmental releases. These opportunities include:

- Faculty Development Leave (FDL) program
- Professional Development Leave (PDL) program
- Departmental leaves
- External awards and fellowships
- Course buyouts

1.2 This document outlines the college's policy on these forms of leave and course buyouts, superseding all earlier college documents.

2 Principal components of leave and course buyouts

2.1 Development leave is not an entitlement or an expectation.

2.2 Development leave must be administered transparently, with a selective application process and accountability for progress on the identified project.

2.3 Individual faculty development needs and priorities must be considered in the context of departmental curricula and teaching and service needs.

2.4 There will be a college-level Professional Development Leave (PDL) program to supplement the university-level Faculty Development Leave (FDL) program, with a coordinated application process for both programs.

2.5 Faculty may be granted departmental leaves, typically in conjunction with an externally funded fellowship, a faculty fellowship from another unit (such as the Glasscock Center for Humanities Research [GCHR]), or upon successful completion of a third year review for assistant professors.

2.6 Funding will be available to supplement a limited number of external fellowships that fit certain qualifying criteria so a faculty member may take the leave on full salary.

2.7 Standard rates and conditions on course buyouts are detailed in Section 7.

2.8 In normal circumstances, the number of faculty in any department who are not teaching at least one class as a result of one of the programs discussed in this document will not exceed **14% (1/7)** of the total number of tenured and tenure-track faculty in the department in any given semester. For the purpose of this calculation, faculty members on half-pay will be considered pro rata as 0.5 FTE. Jointly appointed faculty will be considered as 1 FTE. Faculty members on leave without pay are not included, nor are department heads taking a development leave after completing their term. Exceptions to the cap may be authorized by the dean.

3 Faculty Development Leave and Professional Development Leave

3.1 **Eligibility:** Applicants must be full-time tenured faculty members with a minimum of two consecutive academic years of service in The Texas A&M University System at the time the leave is to begin. Eligible faculty will not have participated in the FDL or PDL programs within the previous five years (10 semesters). Eligibility for the PDL program mirrors the requirements of the university FDL program. See also Section 6.5 below.

3.2 **Application:** FDL applications will serve as applications to the PDL program. Faculty who apply for but do not receive an FDL may be approved for a PDL. In order to be considered for a PDL, a faculty member applying for an FDL must supplement the project narrative with the information below. A form will be provided for this purpose:

- Project-related travel plans, if any
- How the development leave project will enhance the applicant's classroom teaching
- The courses taught over the previous three years, with a brief explanation of any semesters in which the applicant did not teach at least one course.
- A commitment to resume full-time faculty status at Texas A&M University for at least two semesters following the conclusion of the leave
- A commitment to submit an electronic report at the end of the long semester following the conclusion of the leave (see Section 3.6)

3.3 **Duration:** In both the FDL and PDL programs, faculty may apply for one semester at full pay or a full year at half pay.

3.4 **Approval:** Faculty leave applications from a particular academic unit will be reviewed and ranked within that unit by the department head. Heads should weigh the funding and teaching implications for their units in the event all or most of the applications are approved. All applications will subsequently be evaluated at the college level by the Planning and Resource Committee. A subset of these applications will be forwarded to the university level for FDL consideration. Those applications not forwarded will be considered for the PDL program.

3.5 **Funding:** The PDL will be funded by the college and the allocation will match the per-faculty allocation the dean of faculties and associate provost provide in support of the FDL.

3.6 **Reporting and accountability:** Faculty awarded leave will be expected to make substantial progress on a significant project. Lack of progress will affect eligibility for future leave. Each

faculty member receiving support through either the FDL or PDL program must submit an electronic report at the end of the long semester following the conclusion of the leave.

Only final reports from FDL awardees are submitted to the dean of faculties and associate provost; the report will also be shared with the dean and department head. Unresolved concerns identified at the department and/or college level about the effective use of the leave could jeopardize subsequent leave applications from that faculty member.

4 Departmental leaves

4.1 Departmental leaves may be requested on behalf of individual faculty members by their department head to the dean. A typical circumstance would be award of an externally funded fellowship, or, in some instances, an internal one (such as a Glasscock Center for Humanities Research faculty fellowship).

4.2 Recipients of departmental leaves who supervise graduate students will normally be expected to continue supervising those students. If alternative arrangements are proposed, these will need to be approved by the department head. Whether or not a faculty member on departmental leave continues with their service obligations will be determined in advance by the department head, depending upon the circumstances of the leave.

4.3 Departmental leave requests should explain the circumstances of the leave and how it will benefit the faculty member, department, and college. The memo should explain how the faculty member's teaching will be covered during the leave as well as the overall number of faculty who are expected to be on leave during the relevant semester.

4.4 In considering these requests, the dean will take into account the 14% cap described in Section 2.8.

4.5 Tenure-track faculty members who have successfully completed a mid-term review will be awarded a semester-long departmental leave.

5 Fulbright International Educational Exchange Program

5.1 Fulbright awards are important indicators for the AAU and can be very significant for the professional development of faculty members. Liberal Arts is committed to supporting them and will be guided by the principles and procedures below.

5.2 Fulbright awards are typically intended to cover the additional costs of travel and living abroad, rather than salary. For that reason, faculty winning Fulbright awards may be given partial salary support when levels of funding from Fulbright are lower than is required to participate in the program while retaining benefits at Texas A&M University. The college will pay a maximum of 50% of the applicant's salary for the period of the award when the award is taken during the 9-month academic year. No salary support will be provided outside the academic year. If the award is only for part of an academic semester, modified duties will be assigned for the remainder of the semester.

5.3 Faculty members are strongly encouraged to apply to Fulbright awards in parallel with applying for a FDL or PDL.

5.4 In order to allow departments and the college to plan ahead and budget appropriately, individuals intending to seek support from the college must submit a letter of intent through their department head to the Office of the Dean before submitting the application to the Fulbright Program. This letter of intent should contain details of:

- The class of award sought (lecturing, research, or both)
- The amount of financial support
- The impact of the award on research, teaching, or other areas of a responsibility

Where possible, a copy of the application should be included.

5.5 Letters of intent should be submitted at least six weeks before the Fulbright deadline.

5.6 Support from the college may be supplemented by other awards or funds external to Texas A&M University, but will be reduced by any amount provided by sources internal to the University.

6 Support for other external fellowships/appointments

6.1 Academic leaves may be granted typically for up to one year, in order to:

- Allow faculty members to accept competitive, external fellowships that are nationally or internationally significant (see Appendix 1), or
- Allow faculty members to accept a temporary appointment at another institution when the appointment would, in the interest of Texas A&M University, permit the faculty member to engage in academic activities not otherwise available and that would significantly enhance the professional effectiveness of the faculty member.

6.2 Faculty who receive competitive external fellowships may be supported by the college in the event that the award does not cover their full salary. College support for a fellowship recipient is not automatic. A request must come from the department head to the dean. Particular attention will be paid to the implications of the award for the program's standing in the disciplines. The college will continue to prioritize those competitive national fellowships identified as membership indicators by the AAU. (See Appendix 1).

In addition to the prestige of the award, other important considerations in the request for support will include:

- The relevance of the award to the faculty member's research program
- The amount of financial support
- The impact of the award on research, teaching, or other areas of a responsibility

6.3 The faculty member will be required to submit a request for an alternate work location if the fellowship involves work away from Texas A&M for a period longer than two weeks.

6.4 Consistent with established Texas A&M rules, faculty receiving internal financial support for a residential fellowship will be required to return to full-time faculty status at the university for a period equal to or greater than the fellowship award period.

6.5 The time on external fellowships/appointments cannot be applied towards the five-year eligibility requirement for FDL and PDL. However, length of university service will continue to accumulate.

7 Course buyouts

7.1 For current purposes, university and college programs such as the FDL, the PDL, and GCHR Fellowships do not count as course buyouts. The payments made under these programs towards replacement teaching costs are not a guide to course buyout rates.

7.2 The buyout rate for a single course from externally funded research grants is 16.66% (1/6) of the faculty member's 9-month salary, or 16.66% (1/6) of the funding agency's salary cap, where appropriate.

7.3 The rate for self-funded buyouts, or buyouts from endowments, is 16.66% (1/6) of the faculty member's 9-month salary per course. These must be requested in the form of a memo from the department head to the dean and will only be approved in exceptional circumstances.

7.4 A faculty member buying out of a course during a semester is expected to remain involved in both undergraduate teaching and graduate instruction. Any course buyout resulting in a faculty member not teaching at least one course during a semester will need to be approved by the dean and will be subject to the 14% cap identified in Section 2.8.

7.5 As per the college's budget policy, all salary savings will initially revert to the Office of the Dean. In normal circumstances, funds will be made available to cover replacement-teaching needs created by approved course buyouts. Funds from salary savings may also be made available for initiatives that further the department's strategic goals. In both cases, requests should be made by the department head and need to be approved by the dean.

7.6 Exceptions to this buyout policy may only be made by the dean.

Appendix 1 Faculty awards and fellowships identified as membership indicators by the AAU

Alexander von Humbolt Fellowships
American Academy in Rome
American Academy of Arts and Sciences
American Antiquarian Society Fellowships
American Council of Learned Societies Fellowships

OFFICE OF THE DEAN



American Philosophical Society
American School of Classical Studies in Athens Fellowships
Field Medal
Folger Library Postdoctoral Fellowships
Ford Foundation Fellowships
Fulbright Awards
Huntington Library Research Fellowships
John Simon Guggenheim Memorial Fellowships
MacArthur Awards
National Academy of Education
National Endowment for the Humanities Fellowships
Newberry Library Fellowships
Nobel Prize
Packard Fellowships
Residency at the Center for Advanced Study in the Visual Arts
Residency at the Getty Center for Arts and Humanities
Residency at the Institute for Advanced Study
Residency at the National Humanities Center
Residency at the Woodrow Wilson Center for Scholars
Rockefeller Fellowships
Searle Scholars
Sloan Fellowships