

Institutional Handbook of Operating Procedures
Policy 05.03.12

Section: Faculty Policies	Responsible Vice President: Executive Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Faculty Relations

I. Title

Faculty Development Leave

II. Policy

A. On the application of a Faculty Member, the President may grant a faculty development leave of absence for study, research, writing, field observations, or other suitable purpose, to a Faculty Member if the President finds:

- He or she is eligible by reason of service;
- That the purpose for which he or she seeks a faculty development leave is one for which a faculty development leave may be granted; and
- That granting leave to him or her will not place more than six percent (6%) of the Faculty Members on faculty development leave at any one time.

B. After two consecutive academic years at UTMB, Faculty Members may be considered for faculty development leave for one academic year at one-half his or her regular salary or for one-half academic year at his or her full regular salary.

III. Procedure for Requesting Leave

Faculty development leave must be requested in writing by the Faculty Member to their respective Chair/Director. Upon Chair's/Director's approval, that Chair/Director will make a recommendation to the Dean. Upon the Dean's recommendation, the Provost will then make a recommendation to the President. The request for faculty development leave must include:

1. Dates proposed for leave;
2. Sources of funds for salary while the Faculty member is on Faculty Development Leave;
3. Description of the individual's planned activities; and
4. Explanation of the benefits expected to be received by UTMB as a result of the individual's participation.

IV. Compensation

A Faculty Member on faculty development leave may accept a grant for study, research, or travel from any institution of higher education, from a charitable, religious, or education corporation or foundation, from any business enterprise, or from any federal, state, or local government agency. An accounting of all grants shall be made to the President by the Faculty Member. A Faculty Member on faculty development leave may not accept employment from any other person, corporation, or government, unless the President determines that it would be in the public interest to do so and expressly approves the employment. The faculty member will be required to follow UTMB policies.

V. Relevant Federal and State Statutes

[Texas Education Code](#), §51.101 Faculty Development Leaves of Absences

VI. Relevant System Policies and Procedures

[Regents' Rules and Regulations Series 30201, Leave Policies](#)

VII. Dates Approved or Amended

<i>Originated: 06/16/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/05/2010	
10/06/2015	
02/20/2020	

VIII. Contact Information

Faculty Relations
(409) 266-9731