



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.010 Development Leave

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**I. Policy Statement**

Development leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. Such developmental leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the University, alone. Development leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes.

**II. Application of Policy**

Faculty and Administrators

**III. Policy Definitions**

**A. Administrator**

"Administrator," in this policy, means to a person who has significant duties relating to the operation of the institution, including central operations, and the operation of a department, college, program, or other subdivision of the institution.

**IV. Policy Responsibilities**

**A. Purpose**

Development leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. Such developmental leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the University, alone. Development leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes.

Opportunities for additional training, for improving skills, and for maintaining currency are understood to be included as a purpose of development leave. Development leave can be for faculty or administrators and leaves are divided into three classes:

1. Class I: Research

These awards require a clearly defined project or activity with a specific objective or expected application.

2. Class II: Creative

These awards require a clearly defined project and a clearly defined end result (such as artifacts, compositions, novels, interior designs).

### 3. Class III: Renewal

These awards require attendance at a specific institute, seminar, course of studies, course of performances, or similar academically relevant activity. Rank and degrees are not to be weighed in the evaluation of these proposals.

## ***B. Eligibility***

Development leave may be granted to persons employed by the University on a full-time basis as a member of the faculty or staff (including professional librarians) whose duties include teaching, research, administration, or the performance of professional services. Development leaves cannot be used for retraining from academic to administrative positions and vice versa and may not be granted to persons in the classified personnel system of the University.

Faculty and staff, as defined in the preceding paragraph, shall be eligible for a development leave:

1. if the individual has served the University for at least six consecutive academic years following initial employment or return from a development leave, and
2. if the individual is not in the terminal year of employment at UNT.

Exceptions to the 6-year minimum service requirement may be granted only in extraordinary circumstances. Specific questions concerning eligibility for development leave shall be referred to the Provost and Vice President for Academic Affairs and/or a Faculty Development Leave Committee member.

## ***C. Procedures and Authorizations***

Applicants must initiate the development leave with the chair of the department who will forward the request to the dean of the requestor's academic unit for endorsement. The endorsed applications will be forwarded to the Provost and Vice President for Academic Affairs, whose office then forwards them to the University Faculty Development Leave Committee.

Decisions regarding endorsement are based on curriculum needs, monies available for replacement, and other considerations.

All faculty and administration applications for development leave shall be received and evaluated by a Faculty Development Leave Committee that is elected by the general faculty according to the rules established by the Faculty Senate and operates according to procedures adopted by the Faculty Senate. If a member of the Faculty Development Leave Committee resigns, goes on leave, or is otherwise unable to serve during any semester of his or her service on the committee, the Faculty Senate shall direct the election of a replacement member to serve during the period that the regularly elected member is unable to serve. The chair of the Faculty Development Leave Committee shall ask the Faculty Senate to direct such an election. Subject to the limitations specified in this policy statement, development leaves

are approved by the Provost and Vice President for Academic Affairs for eligible faculty members upon the recommendation of the Faculty Development Leave Committee and transmitted through the President to the Board of Regents for approval.

1. Leave Period and Compensation

Faculty members on nine-month appointments may be granted leave for one long semester at full salary or for two consecutive long semesters, which may be separated by the summer terms, at one-half ( $\frac{1}{2}$ ) salary. Faculty members on 12-month appointments may be granted leave for four and one half ( $4\frac{1}{2}$ ) consecutive months at full salary or for nine (9) consecutive months at half-salary.

The terms “full salary” and “half salary” are understood to apply to budgeted contract salaries, irrespective of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

2. Grants and Employment

A faculty member on development leave may accept a grant or stipend for study, research or travel from any institution of higher education or from a charitable, religious or educational corporation, or foundation, from any business enterprise, or from any state, federal or local government. The Board of Regents must specifically approve any outside employment.

3. Group Insurance, Social Security, Teacher Retirement, Etc.

A member of the faculty on development leave remains eligible to participate in the programs and to receive the benefits made available by or through the University or state to faculty members. During the development leave, the University shall continue all deductions from compensation relevant to such participation and benefits.

4. Maximum Number of Leaves to be Granted

No more than 6 percent of the faculty members of the University may be on development leave at any one time.

5. Expectation of Future Service

Development leave shall be awarded with the provision that the recipient will be expected to continue in service at the University for at least one (1) academic year after completion of the leave. This service requirement shall be regarded as fulfilled if the recipient remains in the employ of the University for the twelve (12) months immediately following the end of the leave period, without regard to other leaves or other lawful interruptions of service that may occur during that 12-month period. Recipients who do not remain at the University for one (1) calendar year following the termination of their leave are required to repay the University the full amount of cash and travel benefits received from the University under the terms of their leave. In the case of special circumstances, the president, upon the recommendation of the provost

and vice president for academic affairs may waive the 1-year requirement.

6. Financing

Payment of salary to the faculty members on development leave may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as may be available to the University for this purpose.

7. Integrity of the Curriculum

The granting of a development leave should not create undue hardship for other faculty and it should not unduly limit course offerings. Endorsement by the departmental PAC, respective chair and dean should be taken to mean that this criterion is being met

8. Additional Stipulations

- a. The University encourages departments to support these awards with some travel funds when possible. The University will support the effort of those recipients who solicit travel funds from independent sources (such as The American Council of Learned Societies) when such funds are available.
- b. A summary report of the activities undertaken during the leave period must be submitted to the Development Leave Committee within six (6) months after completion of the leave.
- c. Recipients are prohibited from serving on University committees, Faculty Senate assignments and the like during the time of their leave.

**V. References and Cross-References**

[Texas Education Code §§ 51.103-108 & 51.948](#)

**VI. Revision History**

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| Policy Contact: | Policy Director, Office of the Provost and VP for Academic Affairs     |
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