



**UT Arlington Faculty Development Leave Program**  
*For Leaves during the Academic Year 2010-11*

POLICIES, PROCEDURES AND APPLICATION INSTRUCTIONS

**Program Scope**

The Faculty Development Leave Program (FDL) will provide release time to faculty members according to the policies set forth in this announcement.

Faculty Development Leaves may be awarded to eligible faculty members based on proposals for:

1. Activities that will enable the completion or advancement of a research project to the point of submission and publication in recognized journals;
2. The completion and submission for publication of a scholarly book;
3. Preparation for the integration of new techniques into the conduct of a course having identified significance to the faculty member's academic unit;
4. The conduct of laboratory research, documentary or site-development research and/or study at a remote location;
5. The completion of creative activities to a degree comparable to exhibition or performance according to the scholarly standards of the discipline;
6. Preparation to teach a new subject area that has been identified as important to the faculty member's department;
7. Engaging in substantive training and apprenticeship opportunities that allow the faculty member to master new research skills that will enhance research and/or creative productivity; and
8. Other scholarly or creative activities of comparable importance as judged by the University Nominating Committee.

Preference will be given to proposals that carry overt support from the academic department or higher unit, that are deemed to have special scholarly merit, advance the reputation and standing of UT Arlington, and/or offer the possibility of securing external funding. The overriding principle upon which evaluation of proposals will be made is the potential for the achievement of a degree of excellence that surpasses the normal responsibilities of a faculty member. Advanced commitment for external support will carry appropriate weight in the evaluation process as well.

**Eligibility**

All faculty members who have served as full-time, assistant, associate, or full professors on the UT Arlington faculty for at least two consecutive academic years are eligible to participate in the Faculty Development Leave Program. Part-time faculty and visiting faculty are not eligible. Faculty members who are awarded a leave under this program agree to continue their employment with the University of Texas at Arlington for a minimum of two academic years upon completion of the faculty development leave. If the faculty member resigns before

completing this two-year period of service, the faculty member must refund all salary provided by the University in support of his/her faculty development leave.

Candidates for faculty development leave remain eligible for Research Enhancement Program grants, fellowships, or other support to assist in funding their research and travel during their leave. Such support, however, is not assured by approval of the faculty member's leave.

Faculty members shall not be precluded from participation in faculty development leaves solely on the basis of the programmatic needs of their department or school. All eligible faculty members must have the opportunity to compete for faculty development leaves; academic units must be prepared to make reasonable accommodation for their absence.

### **Leave Period and Levels of Support**

Support may be requested for one academic year at one-half of regular salary or for one-half of an academic year at full regular salary. Applicants requesting the latter should specify whether the Fall or the Spring semester is preferred.

### **Review Procedures**

Each FDL proposal is reviewed by the appropriate departmental, school, and/or college Research Committees and by the University Nominating Committee using the following criteria:

1. Conception, definition and design of the proposal;
2. Importance of the proposed research, creative activity, or teaching technique;
3. Prospects for successful completion;
4. Quality of the applicant's previous work, or promise of quality as expressed in the applicant's publications or creative work.

### **The Review Sequence**

Each department's Research Committee is responsible for reviewing all proposals submitted from its unit to the Faculty Development Leave Program. The proposals will then go on to the appropriate college or school Research Committee for further review. In the review process, these departmental and college/school committees will evaluate and rank each proposal that has been submitted. After completion of the departmental, and college/school evaluation and ranking processes, proposals will be forwarded to the University Nominating Committee (UNC) which will consider departmental and college/school evaluations as part of its deliberations. The UNC will then review and rank proposals and forward its recommendations to the Vice President for Research. The Vice President for Research shall forward recommendations to the Provost and Vice President for Academic Affairs, who will then make recommendations to the President of the University. By statute, final authority to grant all leaves, including Faculty Development Leaves, rests solely with the President.

Departmental and College/School review committees are reminded that **all** proposals submitted by faculty members must be reviewed, ranked and submitted in the online system unless voluntarily withdrawn by the faculty member. Proposals not reviewed and ranked by the

appropriate departmental and college/school research committees will not be considered for funding by the UNC.

### **The University Nominating Committee**

The University Nominating Committee (UNC) is composed of seven members who will serve two-year staggered terms. The Faculty Senate shall nominate four members for the UNC and the President shall appoint three members. In appointing the Committee, the President shall consult with the leadership of the Faculty Senate to ensure an appropriate balance of discipline representation. It is understood that members of the UNC do not serve in an advocacy role for their colleges or schools; they are charged to rate and rank all proposals as impartial arbiters of scholarly excellence.

### **Responsibilities of Faculty Development Award Recipients**

Demonstrated evidence of the accomplishments of faculty members supported by Faculty Development Leaves is essential to the future continuation of the FDL program. FDL recipients are expected to prepare a dossier containing documentation of this evidence and to submit the dossier to the Vice President for Research. Evidence may include, but is not limited to:

1. A final report on the project at the close of the leave period;
2. Copies of publications resulting from the leave;
3. Lists of reports, publications, or titles of papers presented at professional meetings;
4. Information on federal or state agency or private foundation grants for proposals stemming from Faculty Development Leave supported projects;
5. Descriptions of creative activities and performances; and
6. Evidence of the development of new teaching, research, or artistic techniques.

### **Application Procedures**

All applications for a Faculty Development Leave must be submitted via the online system (<https://www.uta.edu/ra/real/loginscreen.php>) before 5:00, November 30, 2009. The application includes:

1. Title page (1 page)
2. A narrative description of the work to be undertaken during the leave. The narrative (maximally two single-spaced pages, *including any references*, single-spaced, 11 or 12 point font) should be written in such a way that it can be understood and evaluated by colleagues in many disciplines. Applicants are strongly advised to avoid jargon and overly technical explanations that assume detailed disciplinary knowledge. Moreover, narratives should be concise; appendices, offprints or other original documents should not be included.
3. Curriculum Vitae (1 page maximum), including recent applicable publications and all past external and internal research funding, including REP and FDL. Omission of relevant information is unethical and will result in suspension of any and all funding.

Applications completed by the published deadline will be electronically routed to the appropriate committees at each level (department, school, college). Evaluations reports must be complete before they will be routed to and evaluated by the subsequent committee.

Note: In the past, review committees have found most compelling those proposals focusing on a tangible, definable single project that is feasible to complete within the allotted time. Less competitive are proposals consisting of lists of multiple projects that are at various stages of completion.

*Failure to adhere to guidelines and procedures may result in exclusion from consideration for funding.*

### **Deadlines**

For the 2009-10 cycle, the following deadlines have been established. All deadlines are firm. Applicants are discouraged from waiting until the final hour to submit proposals via the online process.

<u><b>Date</b></u>	<u><b>To be completed via the online system</b></u>
Monday, November 30, 2009	Online applications (by 5:00 PM)
Monday, February 15, 2010	School and College reviews*
Friday, March 15, 2010	University Committee funding recommendations

\*For colleges, department-level reviews must be completed by whatever interim date is specified by the college's research committee. Colleges may establish whatever internal deadline they see fit, provided that it allows sufficient time for their research committee to meet the February 15<sup>th</sup> deadline (indicated above).

### **Award Notification**

Applicants will be notified by the Vice President for Research or the Provost prior to the annual Spring Meeting of the University Faculty and Associates, at which Faculty Development Leave recipients will be publically recognized.

For information about FDLs online, visit  
<http://www.uta.edu/provost/facultysupport/fdl.php>.