



LAMAR UNIVERSITY

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OFFICE OF THE SENIOR ASSOCIATE PROVOST

TO: FACULTY
FROM: KEVIN SMITH, SENIOR ASSOCIATE PROVOST
SUBJECT: FACULTY DEVELOPMENT LEAVES FOR 2017-2018
DATE: SEPTEMBER 1, 2016

Faculty Development Leave requests for the 2017-2018 award cycle (Summer 2017, Fall 2017 & Spring 2018) are due November 4, 2016. The attached document, “Lamar University Faculty Development Leave Program, 2017-2018” contains an explanation of the program and review process as well as the application. Development leaves are Texas’ equivalent to sabbaticals and are vehicles for professional growth.

Calendar

- November 4, 2016..... 1) Ten copies of the completed application form to the President of the Faculty Senate, Ms. Sarah Tusa, Box 10021.
2) One copy of the “Administrative Routing Sheet” (pages 4 & 5 of the Application Form) and three copies of your completed application to your Department Chair.
- November 21, 2016..... Deans receive Administrative Routing Sheet and one copy of each proposal from Department Chairs.
- December 2, 2016..... Provost receives Administrative Routing Sheet and one copy of each proposal from Deans and recommendations from Faculty Senate.
- December 16, 2016..... Provost forwards with his recommendations to the Office of the President.

LAMAR UNIVERSITY
FACULTY DEVELOPMENT LEAVE PROGRAM
2017-2018

Faculty Development Leaves are supported leaves of absence from normal duties for the purpose of professional improvement. To apply, an applicant must have been a faculty member at Lamar University for at least two consecutive academic years. A *faculty member* is defined as a person employed by the institution on full-time basis as a member of the faculty and whose duties include teaching, scholarship, or administration. The Faculty Senate considers only applications from teaching and library faculty, since other advisory bodies consider leave requests from administrators (including department chairs) and staff.

Faculty may apply for a summer session leave (no pay, expenses only), a semester leave (full pay), or an academic year leave (half pay). A faculty member may NOT apply for leaves under more than one of the above categories during any given year, and identical or strikingly similar project proposals will not be funded twice.

SUPPLY THE INFORMATION IN ITEMS 1 THROUGH 7 IN THE SPACES PROVIDED ON THE NEXT PAGE, WHICH WILL SERVE AS A COVER SHEET. ANSWER QUESTIONS 8-12 ON ADDITIONAL SHEETS AS NEEDED, NUMBERING AND HEADING THE ITEMS. BE CONCISE, BUT INCLUDE ALL INFORMATION NEEDED TO EVALUATE YOUR APPLICATION. THE CRITERIA FOR EVALUATION ARE AS FOLLOWS:

Primary criteria

1. To what extent will the proposed activities improve the faculty member's teaching and/or ability to perform scholarly/research activity?
2. To what extent is a development leave necessary for the accomplishment of the proposed activities?

Secondary Criteria

(When the number of applicants who fulfill equally the primary criteria exceeds the number of leaves available, the following secondary criteria will be taken into account.)

1. Length of service at Lamar.
2. Length of time elapsed since last Development Leave and documented results of previous leaves.

On or before November 4, 2016, submit your paperwork as follows:

- 1) Ten copies of the completed application form to the President of the Faculty Senate.
- 2) One copy of the "Administrative Routing Sheet" (found on pages 4 & 5 of this document) and three copies of your completed application form to your department chair.

For further information consult the chair of the Faculty Development and Research Committee, a member of the Faculty Senate from your college, or an officer of the Faculty Senate.

APPLICATION FOR DEVELOPMENT LEAVE: 2017-2018

Check one:

___ 1st or 2nd Summer Session 2017 (no salary, expenses only for one summer session)

___ Fall Semester 2017 (full salary for one semester)

___ Spring Semester 2018 (full salary for one semester)

___ Fall and Spring Semesters 2017-2018 (half salary for academic year)

1. Name _____ 2. Date _____

3. Department _____ 4. Rank _____

5. Highest degree held _____

6. Year appointed at Lamar _____

7. Dates, purposes, and documented results of all leaves of absence received.

Please complete the following questions on additional pages and attach to application.

8. Title and abstract (50-100 words).

9. Describe your proposal. What exactly do you intend to do and how do you intend to do it?

(Suggestion: most readers of your application will not be from your discipline. Please avoid jargon).

10. Exactly what skills, abilities and/or knowledge that you do not currently possess will be developed by your project?

(Suggestion: include evidence that your project is feasible and that you will be able to do it. Depending upon the type of project, this might take the form of a letter of acceptance to a program, letter(s) of support, evidence of prior interest in the area of the leave, prior courses, presentations or publications, and so on. You should clearly address the question of exactly how the skills, ability and/or knowledge developed will enhance your teaching and/or scholarship/research at Lamar University. Depending upon the type of project, this might take the form of an explanation of how the courses you are assigned or will be assigned will benefit from your experience and/or how your research/scholarly skills will be improved).

11. Explain why a development leave is necessary for the accomplishment of your proposal.

(Suggestion: explain especially the need to maintain residence for specific periods of time outside the Beaumont area.)

12. You may attach a maximum of three letters of support.

(Suggestion: while letters of support are not required, depending upon your project, a letter from your Dean, Department Chair, colleagues, and/or outside sources may help the committee evaluate your application).

ADMINISTRATIVE ROUTING SHEET (page 1 of 2)

To be filled out by applicant and forwarded, together with three copies of your completed application form, to your Department Chair by November 4, 2016.

1) I request time off during the next academic year for the following semester(s) for a development leave project.

Summer session Fall Semester Spring semester

Full-year (starting in Fall)

Should any administrative issues arise in conflict with the above request leave period,

I would be willing to consider a different time period not more than one year removed.

I would NOT be willing to consider a different time period.

2) I request \$_____ in addition to salary replacement (excluding summer) for the development leave project. This amount is reimbursement for leave-related project expense incurred (over and above salary replacement for academic semester/year) and will be limited to:

Summer session - \$ 5,000

Full semester - \$ 5,000

Full-year, half-pay - \$ 10,000

My requested expense reimbursement will be used for the following (submit proposed budget):

3) If your full-salary (fall or spring semester) proposal is approved, but is not one of the funded projects, would you be willing to consider adjusted financial backing (normally this would be ½ salary)? (Note: your answer will not be available to the Faculty Senate during the ranking process and will not be considered in the approval and/or ranking of your proposal).

I would be willing to consider adjusted financial backing

I would NOT be willing to consider adjusted financial backing

4) If my project is funded, I, the undersigned, agree to return to full-time service at Lamar University for at least one semester (for a summer session or one semester leave) or one academic year (for an academic year leave) and to submit to the Provost, the Faculty Senate and the Department Chair within 60 days after the leave period a report of the project and its results (see Appendix A).

Signature

Date

ADMINISTRATIVE ROUTING SHEET CONTINUED (page 2 of 2)

To be filled out by Department Chair and forwarded, together with two copies of the completed application form and a copy of the proposal, to your Dean by November 21, 2016.

- I support the attached leave as requested.
- I cannot support the attached leave for the requested period, but can support it for the following period.
- Summer session Fall Semester Spring semester
- Full year (starting in Fall) Spring semester (starting in Spring)
- Full-year (starting in Fall of next year) Full-year (starting in Spring of next year)*

(*Compensation would be half in each semester since this exceptional option will cross the fiscal years)

I do NOT support the attached leave.
(If the Chair checks the NOT support block, he/she shall attach a letter of explanation specifying the nature of the issue preventing support for the developmental leave, and why reasonable accommodations cannot be made in support of the request).

Chair's Signature

Date

To be filled out by Dean and forwarded, together with one copy of the completed application form and one copy of the proposal, to the Provost by December 2, 2016.

- I support the attached leave as requested.
- I support the attached leave as modified by the Department Chair.
- I support the attached leave over the objections of the Department Chair.
- I do NOT support the attached leave.

(If the Dean checks the NOT support block, or the "over the objections of the Department Chair" block, he/she shall attach a letter of explanation specifying the nature of the issue preventing support for the developmental leave, and why reasonable accommodations cannot be made in support of the request).

Dean's Signature

Date

APPENDIX A

LAMAR UNIVERSITY FACULTY SENATE
FACULTY DEVELOPMENT AND RESEARCH COMMITTEE

DEVELOPMENT LEAVE REPORT

A brief, but comprehensive report should be submitted to the Secretary of the Faculty Senate, the Provost/Vice President for Academic Affairs, and your Department Chair within 60 days after returning from the leave period.

The report should include the following:

- I. Statement of purpose for which the leave was given.
- II. Report on accomplishments during the leave which fulfill the stated purpose.
- III. Report on any future accomplishments likely to result from the leave.
