



UT Arlington Faculty Development Leave Program
for leaves to be taken during the academic year 2019-2020

POLICY SUMMARY AND APPLICATION INSTRUCTIONS

Program Scope

The Faculty Development Leave Program provides release time to tenured faculty members by providing a limited number of campus-wide awards through a competitive process.

The policies governing this program are set forth in the “Faculty Development Leave Policy” found in the [UT Arlington Handbook of Operating Procedures, Section 6-507](#).

A Faculty Development Leave (FDL) 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 scholarly 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 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 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.

Each FDL proposal is first reviewed by the appropriate departmental, school, and/or college Research Committee, and then submitted to the University Nominating Committee composed of four faculty appointed by the UT Arlington Faculty Senate and three members appointed by the President.

The overriding principle upon which evaluation of proposals will be made is the potential for achieving a degree of excellence that *surpasses the normal responsibilities of a faculty member*. Preference will be given to proposals that carry overt support from the academic department or higher unit, are deemed to have special scholarly merit, advance the reputation and standing of UT Arlington, and/or offer the possibility of securing external funding. Additional weight may be given to proposals for which the candidate can document an advance commitment for external support of the work to be completed during the leave, provided that such support is appropriate to the project.

Eligibility

Faculty Development Leave proposals may be submitted by any member of the UT Arlington faculty who:

- 1) has served as full-time assistant, associate or full professor for at least two consecutive academic years at the time the proposal is submitted; **and**
- 2) has earned (or, for assistant professors, *will have earned*) tenure by the time the leave commences.

The FDL program is not open to part-time faculty at any rank, to visiting faculty, or to untenured faculty (except for those who are being considered for tenure in the same year).

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. Application for and granting of any such support, however, is wholly independent of the FDL program.

Faculty members shall not be precluded from participation in the FDL program solely on the basis of the programmatic needs of their academic unit. All eligible faculty members must have the opportunity to compete for FDLs; academic units must be prepared to make reasonable accommodation for their absence.



Obligation of Continued Employment

FDL awardees agree to continue their employment with The University of Texas at Arlington for at least two academic years beyond the *end* of the leave. Should the faculty member resign before completing this two-year period of service, the faculty member must refund all salary provided by the University in support of the FDL.

Leave Period and Levels of Support

Each faculty development leave is granted under one of the following two sets of terms:

- 1) A leave period of one semester at full regular salary.

Applicants requesting a leave under these terms should specify fall or spring semester.

- 2) A leave period of one academic year at one-half of regular salary.

Under these terms, the grantee will be assigned a 50%-time appointment at his or her academic rate for the fall and spring semesters. As a consequence, employee benefits or required withholdings (including retirement contributions) calculated on the basis of either the grantee's percent-time appointment or the resultant monthly salary shall be reduced accordingly during the leave period. To minimize any negative consequences of this temporary change to a 50%-time appointment, the University will strive to cover any difference that may arise in the employee's basic premium share to the extent possible under state, UT system, and institutional policies in effect at the time of the FDL. Beyond any such adjustments, there shall be no additional compensation for the loss of benefits (such as retirement contributions) arising out of the faculty member's decision to elect a full-year leave. More specific information can be obtained from a [benefits representative](#) in the [Office of Human Resources](#).

Additional one-time funds will be provided to the grantee's academic unit to help offset the cost of hiring temporary instructors to meet the unit's curricular needs.

Review Procedures

Each FDL proposal is first reviewed by the appropriate departmental, school, and/or college Research Committee(s). The department, school and/or college ranks the FDL proposals from its unit and sends them to the University Nominating Committee.

The criteria for review of FDL proposals include:

1. Conception, definition and design of the proposal;
2. Importance of the proposed research, creative activity, or teaching technique in the context of the applicant's career trajectory;
3. Potential contribution of the proposed research, creative activity, or teaching technique to the applicant's academic discipline;
4. Clarity and comprehensibility of the proposal narrative to a highly-educated audience of non-specialists;
5. Prospects for the proposed project's successful completion either during the leave period or suitably thereafter (as appropriately defined and justified in the narrative);
6. Promise of quality of the proposed project as can be discerned on the basis of the applicant's record of publications or creative work;
7. Justification for requesting a leave of absence from one's normal professional responsibilities to complete the proposed project; and
8. If the proposal includes any plans for travel, an explanation as to why the travel is required to complete the proposed project.

Past review committees have found most compelling those proposals that focus on a tangible, definable single project that is feasibly completed within the allotted time. Proposals evaluated as less competitive are those consisting of multiple projects at various stages of completion.

The Review Sequence

Each departmental (or program) Research Committee must review all FDL proposals submitted by members of its faculty. The proposals will then go on to the appropriate college or school Research Committee for further review. In the review process, departmental/program and college/school committees will evaluate and rank each proposal submitted. After completion of the departmental/program and college/school evaluations and rankings, proposals will be forwarded to the University Nominating Committee (UNC) which will consider such evaluations and rankings as part of its deliberations. After reviewing and ranking each proposal, the UNC 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.*

Department, program, college, and school review committees are reminded that **all** proposals submitted by faculty members in their respective units 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 serve two-year staggered terms; four are representatives of the Faculty Senate and three are appointees of the President. In appointing members to the UNC, the President shall consult with the Faculty Senate leadership 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 units; rather, 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 therefore 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. Copies of proposals for external funding (from any source) stemming from the FDL-supported work;
5. Descriptions of creative activities and performances; and
6. Evidence of the development of new teaching, research, or artistic techniques.

Application Procedure

Faculty Development Leave applications must be submitted *via* the Office of Research online system: <https://www.uta.edu/mentis/public/fdl>. Log into the system using your UTA NetID and password.

The system will be open for submissions at **1 pm, November 6, 2019.**

The system will close for submissions at **4 pm, Tuesday, Dec. 10, 2019.**

The online FDL application includes:

1. Title page (1 page)
2. A narrative description of the work to be undertaken during the leave. The narrative must be no longer than 9,000 characters (approximately two single-spaced pages), including any references (optional), in a standard 11- or 12-point font.
*So that the narrative can be understood and evaluated by colleagues in many disciplines, applicants should 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. A brief explanation (max: 2,000 characters) of why a leave of absence is critical for completing the proposed project.
4. For those applicants who have received an FDL in the past, a brief summary (max: 2,000 characters) of what was accomplished during their most recent FDL and, if applicable, how the current proposal is continuation or outgrowth of the work undertaken during their most recent FDL.



5. A one-page abbreviated *curriculum vitae* (11- or 12-point font) that lists nothing more than the following items in the order given:
 - A. publications most pertinent to the project
 - B. *all* previous REP grants and FDLs
 - C. previous external and internal research funding (other than REP or FDL) most pertinent to the project
 - D. awards or distinctions won since January 1, 2009
 - E. (optional) miscellaneous information about the applicant as pertinent to the project.
 - *Given that basic background information about the applicant (e.g., name, title, contact information, academic preparation, and academic employment history) is included in the online application's title page, this information should be omitted from this abbreviated CV.*
 - *Omission of relevant information is unethical and will result in suspension of any and all funding.*

Failure to adhere to these guidelines may result in exclusion from consideration for funding.

Deadlines

The process for submitting and reviewing proposals for FDLs to be taken during the 2019- 20 academic year shall proceed per the schedule set forth below. All deadlines, including times (when specified) are firm.

Wed., Nov. 6, 2019 at 1 pm	Online system opens to applicants
Tuesday, Dec 10, 2019 at 4 pm	Online system closes to applicants. <i>No materials may be submitted or changed beyond this time.*</i>
Friday, February 1, 2020, 4 pm	Online system closes to all school- and college-level reviewers. <i>No additions or changes to rating, rankings, or comments may be submitted beyond this time.**</i>
Friday, March 1, 2020	University Committee submits funding recommendations to the Provost.
Monday, April 1, 2020 (approximate)	The Office of the Provost, on behalf of the President, notifies applicants.

*Some academic units have established a practice whereby FDL applicants submit preliminary drafts of their proposal to members of the local research committee for feedback. Consultation of this sort is acceptable provided that both the applicant and the committee members understand that it occurs *apart from* (and prior to) the formal review process. Once the online system closes to applicants, proposals are designated as “finalized and under review.” As such, applicants may no longer access their materials.

**For colleges, department-level reviews must be completed by the interim date specified by the college’s research committee. Colleges may establish their own internal deadline provided that it allows sufficient time for their research committee to meet the February deadline.

Award Notification

Applicants will be notified via e-mail by a member of the staff in the Office of the Provost and Vice President for Academic Affairs prior to the annual Spring Meeting of the University Faculty and Associates, at which Faculty Development Leave recipients will be publically recognized. FDL recipients are strongly encouraged to attend the Spring Faculty Meeting.

Members of the University Nominating Committee (AY 2019-20)

Donelle Barnes (Nursing); Heather Jacobson (Sociology/Anthropology); Peter Lehman (Social Work); Simon Chao (Engineering): additional members to be named by Faculty Senate (1) and President (2).

For information about FDLs visit
<http://www.uta.edu/provost/faculty-programs/faculty-development-leave/index.php>.

To submit an FDL proposal, visit
<https://www.uta.edu/mentis/public#fdl>
(after November 3).