

## **UT Arlington Faculty Development Leave Program** *for leaves to be taken during the academic year 2025-2026*

The Faculty Development Leave Program provides release time to tenured faculty members. The awards process is competitive, and awards are limited. The policies governing this program are outlined in the “Faculty Development Leave Policy” found in the [UTA Handbook of Operating Policy, AA-FP-PO-11](#) See Section G.  
(<https://policy.uta.edu/doctract/documentportal/08D897ACC5F88EA1767E3D7458C86119> )

The Faculty Development Leave (FDL) is designed to support the following:

1. Completing or advancing a research project for submission and publication in recognized scholarly journals;
2. Completing and submitting a scholarly book for publication;
3. Completing creative activities to a degree comparable to exhibition or performance according to the scholarly standards of the discipline;
4. Conducting laboratory research, documentary, or site-development research or study at a remote location as allowed under UTA’s Travel Restrictions. UTA’s International Oversight Committee must approve foreign travel.
5. Preparing to integrate new techniques into a course with identified significance to the faculty member's academic unit;
6. Preparing 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 skills to enhance research and/or creative productivity; and
8. Engaging in other scholarly or creative activities of comparable importance as judged by the University Nominating Committee

Proposals will be evaluated for their potential to achieve 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**

UT Arlington faculty are eligible when they have

- 1) 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) earned (or *will* have earned) tenure by the time the leave commences.

The current 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 funding external to the FDL program, such as Research Enhancement Program grants, fellowships, or other support for research and travel.

Faculty members shall not be precluded from participation in the FDL program solely on the basis of the

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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 accommodations for their absence.

### **Obligation of Continued Employment**

FDL awardees agree to continue their UTA employment for at least two academic years following the *end* of the leave. FDL recipients who resign before completing this two-year period of service must refund all FDL salary provided by the University.

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

Faculty receiving FDLs may choose one of the following leave periods:

- 1) One semester at full regular salary. Applicants should specify the fall or spring semester.
- 2) One academic year at one-half of the regular salary.

In this situation, the grantee will be assigned a 50%-time appointment at their academic rate for the academic year. Employee benefits or required withholdings (including retirement contributions) shall be reduced accordingly during the leave period. To minimize negative consequences of this change, the University will strive to cover any difference in the employee's basic premium share to the extent possible under state, UT system, and institutional policies. Beyond such adjustments, there shall be no additional compensation for the loss of benefits arising from the faculty member's choice of a full-year leave. Recipients should meet with a benefits representative in the Office of Talent, Culture, and Engagement.

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

### **Review Criteria**

FDL proposals will be reviewed according to the following:

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. The promise of quality of the proposed project as indicated by the applicant's record of publications or creative work; and
7. Justification for requesting a leave of absence from one's normal professional responsibilities 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 consist of multiple projects at various stages of completion.

### **Review Sequence**

All proposals must be submitted to, reviewed, and ranked using **Digital Measures** online system unless voluntarily withdrawn by the faculty member.

Proposals for FDL will move from the appropriate departmental or school research committee(s), to the Chair, to the appropriate college or school Research Committee, and then to the Dean. After the

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Dean's review, the ranked applications move to the University Nominating Committee (UNC). For information about the UNC, see [UTA Policies and Procedures, AA-FP-PO-11](#), Section G3. (<https://policy.uta.edu/doctract/documentportal/08D897ACC5F88EA1767E3D7458C86119>)

UNC members do not advocate for their units; rather, they serve as impartial arbiters of scholarly excellence. After reviewing and ranking each proposal, the UNC shall forward recommendations to the Provost and Vice President for Academic Affairs, who makes recommendations to the President of the University. By statute, the final authority to grant all leaves, including Faculty Development Leaves, rests solely with the President.

### **Application Procedure**

Faculty Development Leave applications must be submitted using **Digital Measures**. The online FDL application includes the following:

1. A cover sheet, including name, title, contact information, academic preparation, and academic employment history. Digital Measures will auto-generate this information.
2. A concise narrative description of the work to be undertaken during the leave. Avoid jargon and technical explanations that assume detailed disciplinary knowledge.

The narrative must be no longer than 9,000 characters (approximately two single-spaced pages), including any references (optional), in a typeface no smaller than 11 pt. You may upload a document or use the text box which is set to 9000 characters.

Do not include appendices, offprints, or other original documents.

3. A brief explanation (no more than 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 summary (no more than 2,000 characters) of what was accomplished during their most recent FDL and, if applicable, how the current proposal continues or grows out of that previous FDL.
5. A one-page abbreviated *curriculum vitae* (11- or 12-point typeface) that provides the following items (only) in the following order:
  - 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, 2014
  - E. miscellaneous information about the applicant as pertinent to the project (optional)

Do not include the basic information listed in item 1.

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

After their leave, FDL recipients must prepare a dossier documenting their accomplishments. Evidence of accomplishments may include, but is not limited to, the following:

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.
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## Deadlines

Monday, Nov. 04, 2024	<p>The online system opens to applicants.</p> <p>To receive access to the Digital Measures workflow, applicants must first indicate their intention to apply via this form: <a href="https://common.forms.uta.edu/view.php?id=2560487">https://common.forms.uta.edu/view.php?id=2560487</a></p>
Friday, Dec. 6, 2024, at 11.59 pm	<p>The online system closes to applicants. <i>No materials may be submitted or changed beyond this time.</i></p>
Friday, Jan 10, 2025, 4 pm	<p>Online system closed to department-level reviewers &amp; chairs. The college research committee begins review and rankings.</p> <p><i>Note:</i> department-level and chair reviews must be completed by the interim date specified by the college's research committee.</p>
Friday, Feb. 07, 2025, 4 pm	<p>The online system closes to college research committees and deans.</p> <p><i>Note:</i> The college's research committee reviews must be completed by the interim date specified by the college's dean.</p> <p>UNC begins review and rankings.</p>
Friday, March 21, 2025	<p>UNC submits funding recommendations to the Provost.</p>
Friday, April 4, 2025 (approximate)	<p>The Office of the Provost, on behalf of the President, notifies applicants via email prior to the annual Spring Meeting of the University Faculty and Associates.</p>
April/May [TBA]	<p>FDL recipients are recognized at the annual Spring Meeting of the University Faculty and Associates.</p> <p>FDL recipients are strongly encouraged to attend the Spring Faculty and Associates Meeting.</p>