



# LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## OFFICE OF THE SENIOR ASSOCIATE PROVOST

**TO:** FACULTY  
**FROM:** KEVIN SMITH, SENIOR ASSOCIATE PROVOST   
**SUBJECT:** FACULTY DEVELOPMENT LEAVES APPLICATION FOR 2018-2019  
**DATE:** August 14, 2017

Faculty Development Leave requests for the 2018-2019 award cycle (Summer 2018, Fall 2018 & Spring 2019) are due October 30, 2017 to Dr. Vivek Natarajan, President of the Faculty Senate. The attached document, "Lamar University Faculty Development Leave Program, 2018-2019" 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

- May - September, 2017..... Faculty members meet with their department chair and/or dean to discuss their intent to apply for Faculty Development Leave. It is strongly recommended that faculty provide their chair and/or dean with a summary of proposed activities that clearly delineates the significance of the project. Advanced notice will make it easier for the department and/or college to plan for the impending leave and make appropriate accommodations.
- October 23, 2017 ..... One copy of a draft FDL proposal and the "Administrative Routing Sheet" are submitted to your department chair. You should receive the department chair's signed Administrative Routing Sheet by this date (Pages 4 - 6 of the application form) whether it is supported or rejected by the chair. If rejected by the department chair, you may discuss the planned FDL proposal with your dean for further consultation.
- October 30, 2017..... 1) Ten copies of the completed application form to the President of the Faculty Senate, Dr. Vivek Natarajan, P.O. Box 10025. The package should include a copy of the Administration Routing Sheet that is signed and dated by the chair (supported or rejected).  
2) One copy of the "Administrative Routing Sheet" (pages 4 - 6 of the Application Form) and three copies of your completed application to your Department Chair.
- November 13, 2017..... Dean receives Administrative Routing Sheet and one copy of each proposal from Department Chair.
- November 27, 2017..... Provost receives signed Administrative Routing Sheet and one copy of each proposal from Dean and recommendation from Faculty Senate.
- December 8, 2017..... Provost forwards his recommendation to the Office of the President.

**LAMAR UNIVERSITY**  
**FACULTY DEVELOPMENT LEAVE PROGRAM**  
2018-2019

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**

(Please see Faculty Developmental Leave Scoring Rubrics. (See Appendix B)

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

**Additional Application Information**

1. Prior to submission of the FDL application, discuss with the Chair for the department course adjustment and related concerns during the proposed FDL semester/year.
2. If a proposal is contingent upon receiving additional support from an external or internal grant awarding agency, a supporting letter or proof from the awarding agency is expected at the time of proposal submission. The FDL cannot be awarded until the Office of the Provost has received the supporting letter. If the supporting letter is not attached to the proposal at the time of submission, the applicant should include a statement that provides a basis for its exclusion and that also states their intent to furnish the letter if FDL is awarded.
3. If an IRB and/or survey is included in the proposal, the applicant should provide their expected completed time in the proposal. If the proposal is awarded FDL, both IRB and the survey tools (e.g. a questionnaire or an observation list) should be submitted to the Provost before the starting date of the FDL.
4. For further information, consult with the Faculty Senate Research and Development Committee Chair, a member of the Faculty Senate from your college, or an officer of the Faculty Senate.

APPLICATION FOR DEVELOPMENT LEAVE: 2018-2019

Check one:

- 1<sup>st</sup> or 2<sup>nd</sup> Summer Session 2018 (no salary, expenses only for one summer session)
- Fall Semester 2018 (full base salary for one semester)
- Spring Semester 2019 (full base salary for one semester)
- Fall and Spring Semesters 2018-2019 (one-half base salary for academic year)

1. Name \_\_\_\_\_ 2. Date \_\_\_\_\_
3. Department \_\_\_\_\_ 4. Rank \_\_\_\_\_
5. Highest degree held \_\_\_\_\_
6. Year appointed at Lamar \_\_\_\_\_

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

7. Dates, purposes, and documented results of all previous leave of absences.
8. Title and abstract (50-100 words).
9. Describe your proposal (2,000-word limit). 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 (200-500 words)?

(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 3)**

**To be filled out by applicant and forwarded, together with three copies of your completed application form, to your Department Chair by October 30, 2017.**

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 not exceed:

Summer session - \$ 5,000; Full semester - \$ 5,000; Full-year - \$ 10,000

3) List your proposed project-related expenditures and provide brief justification (Receipts must be submitted to obtain reimbursement for consumable materials).

Material and Supplies:	\$
Travel:	\$
Equipment:	\$
Lodging:	\$
Other Costs:	\$
<b>Total Cost:</b>	<b>\$</b>

Justification:

**ADMINISTRATIVE ROUTING SHEET (page 2 of 3)**

**To be filled out by applicant and forwarded, together with three copies of your completed application form, to your Department Chair by October 30, 2017.**

- 4) 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 half 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
- 5) 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.1). Failure to submit a report may affect my ability to obtain a leave in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADMINISTRATIVE ROUTING SHEET (page 3 of 3)**

**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 13, 2017.**

1.  I support the attached leave as requested.
  
2.  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)
  
3.  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 November 27, 2017.**

- 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.1**

**LAMAR UNIVERSITY FACULTY SENATE  
FACULTY DEVELOPMENT AND RESEARCH COMMITTEE**

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**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.
- IV. If faculty member fails to submit a report, it may result in a negative decision for future request.

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