



LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs  
AREA: Faculty

MAPP 02.02.54

Faculty Development Leave

- I. POLICY
  - A. Lamar University (LU) has established provisions for Faculty Development Leave pursuant to Texas Education Code, Chapter 51, Subchapter C.
- II. PURPOSE AND SCOPE

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President. The President shall then forward his/her/their recommendations to the TSUS Board of Regents, who will render the final decision on granting Faculty Development Leaves.

- D. The Board may grant Faculty Development Leave to a faculty member for either (a) one academic year at one-half the faculty member's regular (nine-month) salary, or (b) one-half academic year at the faculty member's regular (nine-month) salary.
- E. After the final decision by the TSUS Board, the Provost will send a letter to each applicant. Except as provided by law, the Senate Committee's discussion and rankings are confidential and will not be released to other parties.
- F. Within 60 days after returning from Faculty Development Leave, each faculty member must submit a brief but comprehensive report to the Provost, Faculty Senate, College Dean, and Department Chair. The report should include the following: (a) statement of purpose for which the leave was granted, (b) report on accomplishments during the leave that fulfill the stated purpose, and (c) report on any future accomplishments likely to result from the leave. A faculty member who does not submit a report may receive a negative decision on future requests for Faculty Development Leave.

#### IV. ELIGIBILITY

- A. Only full-time, tenured faculty members are eligible for Faculty Development Leave.
- B. The faculty member must have continuous, full-time employment as a member of the LU faculty for at least six (6) academic years with at least two (2) consecutive years of service at the time of application.
- C. Faculty members who join the LU faculty with credit from another institution may apply credit from their previous position to the six-year eligibility requirement. Credit earned at another

2. To purchase equipment and materials needed for research during Faculty Development Leave. Equipment orders require prior written approval from the Provost.
3. Additional expenses related to the leave, with prior written approval from the Provost.

#### VI. LIMITATIONS

- A. In keeping with Texas Education Code, Chapter 51, Subchapter C, no more than six (6) percent of all eligible LU faculty members may be on Faculty Development Leave at one time. (Note. Institutional funds for a given academic year may not be sufficient to guarantee this number of leave requests.) Furthermore, no more than one (1) faculty member per department/program per semester should receive Faculty Development Leave.
- B. Faculty Development Leave is not available to support completion of an advanced degree.
- C. If a member of the Senate Faculty Research and Creative Activities Committee plans to submit a Faculty Development Leave application, he or she should be excused from the Committee before his/her/their Faculty Development Leave application is submitted.
- D. While on Faculty Development Leave, a faculty member may not accept employment from any other person, corporation, organization, or government agency unless the faculty member requests and receives prior written approval from the Provost.
- E. If Faculty Development Leave is contingent upon receiving additional support from an external or internal grant awarding agency, a supporting letter or other documentation from the awarding agency is expected with a faculty member's application for leave. Faculty Development Leave cannot be awarded until the Office of the Provost has received the supporting letter or documentation. If the supporting letter or documentation is not attached to the application at the time of submission, the applicant should in



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