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things you should know
about applying for
Faculty Development
Leave (FDL)

Eligibility

- Can be taken in conjunction with Fulbright
- All Faculty Development Leave FY'21 guidelines are located at: dof.tamu.edu
- Applications for Leave in AY 21-22 will be due in September 2020
- Guidelines for Fall 2020 application cycle will be published in June/July 2020
- Your college may have Fulbright or other FDL policies, check with your Dean's Office

Duration of Leave

- One academic year at one-half regular salary
 - One-half academic year at full salary
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1. Faculty Development Leave (FDL) is an honor and a privilege

FDL applications are subject to review and recommendation by:

- the Department Head
- a college committee that includes faculty
- the Dean
- an elected university level committee of faculty
- the Dean of Faculties

and subject to final approval by:

- the Board of Regents
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2. It is important to read the FDL guidelines and the FDL website prior to assembling the application

- <http://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave>
 - Notice the different submission deadlines at the college and university levels.
 - To determine your department deadline speak with your department head.
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3. Faculty must meet eligibility requirements to receive FDL

- at minimum 2 consecutive academic years of service as a tenure-track or tenured faculty member in the Texas A&M University System at the time leave is to begin
 - tenure at the time leave is to begin
 - no faculty development leave in the five-year period immediately preceding the requested start date for the leave.
 - This means there must be at least 10 full semesters in service since the previous academic leave ended.
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3. Faculty must meet eligibility requirements to receive FDL

- Commitment to full-time status at Texas A&M University for at least two full semesters following the leave.
 - Commitment to submit an electronic *faculty development leave report* at the end of the long semester following the conclusion of the leave
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4. The length of the leave determines the salary paid

- Receive full pay for a one semester leave
 - Receive one-half pay for a two semester leave
 - FDL is not awarded for summer
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5. Full vs. one-half pay influences both out-of-pocket benefit costs and retirement contributions

- See table comparing the out-of-pocket costs for the current year on the FDL page of the Dean of Faculties website
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Benefits: Out of Pocket Health Premiums

Full Time Employees FY 2021

	Employee Only	Employee & Spouse	Employee & Child(ren)	Employee & Family
A&M Care	\$ 30.00	\$ 341.04	\$ 225.26	\$ 455.50

Part Time Employees FY 2021

	Employee Only	Employee & Spouse	Employee & Child(ren)	Employee & Family
A&M Care	\$ 344.22	\$ 795.78	\$ 637.14	\$ 967.48

6. Faculty members on FDL may accept grants for study, research or travel, but may accept employment from other institutions or pay from sources only under certain conditions.

- Faculty members may combine a one-semester development leave at full pay with a one-semester employed position for the other semester of the academic year in which the development leave is taken
 - Faculty members may combine a two-semester study leave at half pay with half-time employment.
 - The combined pay for the entire year should not exceed 100 percent of the faculty member's salary
 - **NOTE:** Any arrangement that leads to total pay in excess of 100 percent of the faculty member's salary, excluding reimbursed housing or transportation expenses, requires Board of Regents approval.
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7. The application for FDL is short and straightforward.....

However, it is essential to

- follow the instructions
 - provide enough detail to clearly convey the who, what, when, where and why of your plans to a general audience
 - pay particular attention to explaining how the FDL will impact your scholarship, students and teaching, and department/college strategic goals
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8. Two letters of support for are required for the FDL application

- Letters must address the scope and impact of the work
 - At least one later must come from outside Texas A&M University
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9. If your FDL is hosted somewhere a letter of invitation IS REQUIRED

- Examples of this would include:
 - spending time at a national lab
 - Working a colleague's lab
 - conducting research in the private archives of an institution
 - Note, research at a public resource, like a public library, does NOT require an invitation
 - If your FDL will be hosted at multiple locations provide letters for each
 - The letter of invitation may be counted toward the two letters of support if, and only if, it addresses the scope and benefit of the leave.
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10 . Faculty Development Leave is supported with funds from:

The Association of Former Students

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The Office of the Provost and Executive
Vice President

Any Questions?

- Administrative questions related to the organization and submission of application packages to the Office of the Dean of Faculties may be addressed to Sandra Harnden cs811@tamu.edu in the Office of the Dean of Faculties at 979-845-4274.
 - Questions regarding eligibility and benefits may be address to the college representative on the Faculty Development Leave Committee or to Heather Wilkinson, Associate Dean of Faculties, dof@tamu.edu (or 979-845-4274)
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