10 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
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
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](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.
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.
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.
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
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
## Benefits: Out of Pocket Health Premiums

### Full Time Employees FY 2021

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<th>Employee &amp; Spouse</th>
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### Part Time Employees FY 2021

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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.
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
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 letter must come from outside Texas A&M University
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.
10. Faculty Development Leave is supported with funds from:

The Association of Former Students
&
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 csh811@tamu.edu in the Office of the Dean of Faculties at 979-845-4274.

• Questions regarding eligibility and benefits may be addressed 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)