

November 1, 2007

TO: Full-Time Faculty

FROM: David E. Payne
Provost and Vice President for Academic Affairs

SUBJECT: Faculty Development Leaves for 2008-2009

In accord with the Faculty Development Leave Policy (Academic Policy Statement 800328), it is time to begin the application process for the 2008-2009 academic year. Links to the appropriate forms may be found at the *end* of the academic policy statement, which is available at this website (http://www.shsu.edu/~vaf_www/aps/documents/800328.pdf), or may be accessed by entering a web search for *Faculty Development Leave* on the SHSU home page. The current version of the policy was revised December 1, 2004.

Due to policy changes, a larger number of development leaves will be available. Eligible faculty interested in academic pursuits to study pedagogy, conduct research, develop writing projects, conduct field observations, and/or enhance one's discipline are encouraged to apply. Of course only proposals of the highest quality will be considered.

The Faculty Development Leave Committee (chaired by Ms. Janice Lange) has established the following time lines:

- **Monday, November 19, 2007**—Applicants will file a completed application with the department/school chair.
- **Tuesday, November 27, 2007**—Chairs will forward application packets, with or without comment, to the dean of the college.
- **Monday, December 3, 2007**—Deans will forward application packets, with or without comment, to the Provost and Vice President for Academic Affairs.
- **Wednesday, December 5, 2007**—The Office of the Provost will forward complete application packets, without comment, to each member of the Faculty Development Leave Committee.

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- ***Week of December 10-14, 2007*** – The Faculty Development Leave Committee will meet to review and discuss application packets.
- ***Friday, January 11, 2008***—The Faculty Development Leave Committee will forward application packets, along with its report and rankings, to the Office of the Provost.
- ***Friday, January 25, 2008*** —The Provost will forward his recommendations to the President.
- The President will forward his recommendations to the Board of Regents
- Applicants and the committee will be notified of decisions as soon as possible after final approval.

If you plan to apply for a development leave, please adhere closely to the committee's time lines as outlined above. My understanding is that applications may not be considered if the time lines are not met.

Diverse examples of previously successful development leave applications may be found online through the library's catalog. Enter the term "faculty development leave" as a word/phrase search in SamCat. The applications in the example file were prepared using an earlier version of the application package.

Members of the Faculty Development Leave Committee who may be contacted for questions or assistance include Tracy Steele, Doug Berg, Diane Neudorf, Paul Loeffler, Christopher Wilson, Brian Cooper, Jo Ann Duffy, Victoria Titterington, and Janice Lange.

NOTE: Faculty members on Faculty Development Leave will retain their rights and eligibility for benefits to hospitalization, medical insurance, income protection, life insurance, and other such programs in force for full-time faculty members. Although faculty members on leave will be eligible for benefits, if the leave is for half-time the faculty members will be required to pay a portion of the cost. The faculty members should visit with a Human Resources representative to determine exact cost. The University administration shall cause to be deducted from their salaries the members' cost of such programs as are legal.