

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	June 2002
Section 3.10	Other Faculty Policies and Procedures	Revised:	October 2010
Policy 3.10.1	Faculty Developmental Leave Policy	Responsibility:	Vice President for Academic Administration

FACULTY DEVELOPMENTAL LEAVE POLICY

Policy

Faculty developmental leaves will be authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the Health Science Center by providing the individual an opportunity for professional growth. Developmental leaves are not to be anticipated simply on the basis of longevity at the Health Science Center alone. Faculty developmental leave may be granted, upon request and clearly identified, for study, research, writing, field observations, or other suitable developmental purposes. Opportunities for additional training, for improving skills, and for maintaining currency are understood to be included as purposes of faculty developmental leave. Tenured faculty members on approved developmental leave will retain tenure while on leave.

Faculty developmental leaves are permissible under the Regents' *Rules and Regulations*, [Rule 30201](#), Section 4, which reflects the Texas Education Code requirements in Chapter 51, Subchapter C, Section 51.101 through 51.108.

Eligibility Requirements

Developmental leaves are available to all full-time faculty at the Health Science Center with a total of four (4) or more consecutive years of service to the Health Science Center. The period of time between leaves cannot be less than six (6) years.

Restrictions

The faculty member in consultation with the department Chair and Dean should determine the length of time requested for the faculty developmental leave. Leave time may not exceed a full year.

Not more than six percent of eligible faculty members may be on faculty development leave at any one given time.

An eligible faculty member on developmental leave may not accept employment from any other person, corporation, or government, unless the Vice President for Academic Administration and the Vice President and Chief Financial Officer jointly determine that it would be in the public interest to do so and expressly approve the employment.

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The department must be able to carry out its normal daily operations when developmental leave has been granted and it is the responsibility of the department to ensure this occurs.

The granting of all faculty developmental leaves should be based on several factors, including merit, need, and potential future benefit to the Institution. Additional approval may be required pending the extent and conditions of the developmental leave requested.

Benefits

Implementation of a formal faculty developmental leave policy within the Health Science Center enhances our ability to attract highly qualified faculty applicants. Moreover, it promotes retention of productive members of the faculty. Lastly, a faculty development leave serves to enhance development of skills that have become out-dated.

Funding

A faculty member must either seek extramural funding (but not employment unless approved) or arrange with his/her Chair for departmental funding to cover his/her salary not to exceed 100% for a six -month leave period or 50% for a full year leave. State appropriated funds cannot be used for this purpose.

Faculty on extramural funding not channeled through the University (NIH, Outside Agency, etc.) should consult with Human Resources regarding benefits.

Process

Each School within The University of Texas Health Science Center at San Antonio may develop its own procedure for awarding “Faculty Development Leaves” within the guidelines presented above. Such policies are to be approved by the Health Science Center Executive Committee prior to implementation. The guidelines must include that leave is to be approved by the Chair of the department, the Dean of the respective School, and the Vice President for Academic Administration.