

**MEMORANDUM**

**TO:** Academic Deans

**FROM:** Kimberly Andrews Espy, Ph.D.  
Provost and Vice President for Academic Affairs

**RE:** Faculty Development Leave Program

**DATE:** October 10, 2018

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I am pleased to announce the Faculty Development Leave Program for the 2019-2020 academic year. We will continue to use the process set forth in the *Handbook of Operating Procedures* §2.25 that delegates the selection process to the colleges for awarding faculty development leaves. Please follow the attached HOP policy and the guidelines as to deadlines for submission of applications and announcement of awards.

Process for selection includes:

- Each dean will appoint a College Faculty Development Leave Committee representative of the college's departments; the committee shall elect its own chair;
- Applicants will provide copies of their proposals electronically to their department chair, who will transmit them to the chair of the College Faculty Development Leave Committee;
- The committee may use a point system to review all applications, but the evaluation process must also include a qualitative component in the evaluation of each applicant's proposal;
- The committee chair will forward the committee's recommendations to the dean, who will have final authority to grant the leaves;
- The dean will forward the results of each year's award process to the senior vice provost for academic and faculty support.

The number of development leaves each college may grant will be limited to up to 6% of the total number of tenure track and tenured faculty in each college as of September 1 of each year. The 6% figure is a maximum, not a mandate. Deans, in consultation with their department chairs, will determine the actual number of leaves that may be awarded in any given year based on an analysis of the resources (course releases and NTT budget) the college will have each year to support such awards.

cc: Jesse T. Zapata