



---

## Faculty Leave Guideline

---

This document outlines the college's guidelines on faculty leaves, including leaves supported from within the institution (i.e., internal leave) and those supported by external fellowships and grants. Course buyouts are included because they represent partial leave from faculty teaching and other obligations.

Leaves of absence and course buyouts supporting faculty research and professional development are often conditions of prestigious fellowships and grants, which confer distinction upon the faculty member and Texas A&M University. Not all requests for leave are granted. Requests are assessed based on the prestige of the grantor (see Appendix), the impact of the leave on the mission of the home unit (e.g., individual and institutional recognition; loss of teaching power, essential service, or research obligations), and the expected research results. Because a strong faculty presence benefits student learning, college faculty research collaborations, and our university community, a faculty member is granted leave only when the benefits exceed the disadvantages for our teaching, research, and service missions.

### 1. General Guidelines and Information

1.1. Leave to attend professional meetings is approved by department heads and is outside of this policy document.

1.2. As employees, Texas A&M faculty have various types of paid and unpaid leave that fall under the purview of the Division of Human Resources and Organizational Effectiveness and will not be addressed in these guidelines. Information about eligibility and approval processes can be found here:

<http://employees.tamu.edu/benefits/leave/>

1.2.1. The system regulations and relevant statute are listed below:

System Regulation [31.03.02: Sick Leave](#)

System Regulation [31.03.04: Leave of Absence Without Pay](#)

System Regulation [31.03.05: Family and Medical Leave](#)

System Regulation [31.06.01: Sick Leave Pool](#)

Texas Statute [661.913: State Parental Leave Act](#)

1.3. In any fall or spring semester, the maximum percentage of tenured and tenure track faculty released from all teaching responsibilities is 14% (1/7)<sup>1</sup>. NOTE: Faculty on leave without pay, on medical leave, or on administrative leave are excluded from the calculation.

1.4. To avoid disruption in the college research, teaching, and service missions, faculty who intend to seek a leave must notify the department head and college dean of their intent by filing a notice of intended leave at the time of application. The notice of intended leave form is available here:

<https://liberalarts.tamu.edu/app/uploads/2018/05/Faculty-Leave-Notice-of-Intent-Form.pdf>

---

<sup>1</sup> Faculty members on half-pay are calculated as 0.5 FTE; jointly appointed faculty are calculated as 1.0 FTE

- 1.5. Faculty accepting an award, fellowship, or temporary appointment at another institution that requires work away from Texas A&M for a period longer than two weeks must submit a request for an alternate work location. Information about the application and approval process is available here: [33.06.01.M0.01: Alternate Work Location](#)
- 1.6. Faculty members are expected to return to full-time duties for a duration equal to the duration of the leave before executing any other leaves. Exceptions are permitted under special circumstances with the approval of the Dean of the College.
- 1.7. Length of university service continues to accumulate during most academic leaves, but not during leave without pay.
- 1.8. Academic leave may impact faculty benefits. The Dean of Faculties lists the following relevant benefits information:  
[College Benefits Contacts](#)  
[Guide to Using Your Benefits While Traveling](#)  
[Travel Assistance Services Available Through Your Basic Life](#) (personal and business)  
[International SOS](#) (official university business)  
[International Travel - Division of Finance](#)

## 2. Internal Leave

### 2.1. Faculty Development Leave (FDL)

- 2.1.1. FDL is what some faculty and some institutions refer to as a “sabbatical.”
- 2.1.2. FDL is a privilege afforded to 6% of the university’s qualified tenured faculty to enable them to engage in intensive programs of research and/or study and thereby increase their effectiveness as teachers and scholars in service to the university. The state limits the percentage of faculty at a given time who may receive FDL.
- 2.1.3. The Dean of Faculties oversees the FDL program and determines limits on the number of applications that can be submitted from a college according to [System Regulation 12.99.01](#).
- 2.1.4. The college’s Planning and Resource Committee is responsible for the review and selection of the faculty from the college applicant pool. Successful applicants are forwarded to the Dean of Faculties for university review and final approval from the TAMU System Board of Regents.
- 2.1.5. Information about eligibility, duration, and helpful information about the preparation of the FDL application is available here:  
<http://dof.tamu.edu/Faculty-Resources/Faculty-Development-Leave>
- 2.1.6. The time on voluntary, approved leaves that provide release from college teaching and service cannot be applied towards the residential service eligibility requirement for FDL.
- 2.1.7. The relevant system policies and university rules are listed below:

## **2.2. Professional Development Leave (PDL)**

- 2.2.1.** The college Professional Development Leave (PDL) program supplements the system FDL program. The criteria, application, submission, reporting and accountability requirements of the PDL are identical to that of the FDL.
- 2.2.2.** FDL applications not forwarded to Dean of Faculties may be considered for PDL.
- 2.2.3.** PDL is funded by the college at the same level as the per-faculty allocation for FDL provided by the Dean of Faculties and Associate Provost.
- 2.2.4.** Faculty awarded a PDL become eligible for FDL after accruing ten semesters of residential university service following PDL.

## **2.3. Departmental Leave**

- 2.3.1.** Departments may provide a semester-long release from teaching for tenure-track faculty members after their successful mid-term review.
- 2.3.2.** Departmental leaves may be requested on behalf of individual faculty members by their department head to the dean in some circumstances (e.g., when the activities supported by a prestigious fellowship can be completed by the faculty in residence).
- 2.3.3.** Recipients of departmental leaves who supervise graduate students are expected to continue supervising those students. Alternative arrangements to graduate supervision and to service obligations require approval of the department head, typically in advance of the award.

## **3. Externally-supported Fellowships and Course Buyouts**

### **3.1. Fellowships**

- 3.1.1.** It is in the interest of the college that faculty seek and accept competitive fellowship awards. Therefore, faculty awarded prestigious fellowships that require the individual to establish residence in other countries or institutions may be granted leave for up to one year. (Appendix 1 lists prestigious awards recognized by AAU that qualify for leave.)
- 3.1.2.** The Dean of Faculties and Associate Provost provides funds to supplement prestigious fellowships that do not cover all expenses. Faculty may contact that office for more information about the availability of funding, which are allocated to eligible faculty on a first come basis.
- 3.1.3.** When levels of funding from prestigious awards and fellowships are lower than the institutional salary, the college may also provide funds in the amount required to retain benefits at Texas A&M University. The college may pay a maximum of 50% of the applicant's salary for the period of the

award when the award is taken during the academic year. No salary support will be provided outside the 9-month appointment.

- 3.1.4. When a fellowship or award funds faculty for only part of the academic semester, modified duties will be assigned and approved for the remainder of the semester. [Policy on Faculty Workload Adjustment](#)
- 3.1.5. Faculty members are strongly encouraged to apply to prestigious fellowships and awards in parallel with applications for FDL.

### **3.2. Course Buyouts**

- 3.2.1. Payments under FDL and PDL programs towards replacement teaching are not proportional to faculty salary and so are not considered course buyouts.
- 3.2.2. The buyout rate for a single course is 16.66% (1/6) of the faculty member's 9 month salary or 16.66% (1/6) of the funding agency's salary cap, where applicable.
- 3.2.3. Self-funded buyouts or buyouts from endowments are discouraged except in unusual circumstances and require approval from the Dean of the College.
- 3.2.4. A faculty member buying out of a course is expected to remain involved in both undergraduate teaching and graduate instruction. Any course buyout resulting in a faculty member not teaching at least one course during a semester requires approval by the department head and the college dean and is subject to the 14% cap identified in Section 1.3.

### **3.3. Appointments at Other Institutions**

- 3.3.1. Faculty members may be granted leave for up to one year in order to accept a temporary appointment at another institution when the appointment promises to significantly increase the professional effectiveness of the faculty member and enhance their service to Texas A&M University.
- 3.3.2. A faculty member on leave without pay may not take a regular faculty or administrative position at another institution of higher education. However, faculty on leave without pay may accept a visiting professor appointment at another educational institution.

## **Appendix 1 Faculty awards and fellowships identified as membership indicators by the Association of American Universities (AAU)**

[Alexander von Humboldt Fellowships](#)  
[American Academy in Rome](#)  
[American Academy of Arts and Sciences](#)  
[American Antiquarian Society Fellowships](#)  
[American Council of Learned Societies Fellowships](#)  
[American Philosophical Society](#)  
[American School of Classical Studies in Athens Fellowships](#)  
[Fields Medal](#)  
[Folger Library Postdoctoral Fellowships](#)  
[Ford Foundation Fellowships](#)  
[Fulbright Awards](#)  
[Huntington Library Research Fellowships](#)  
[John Simon Guggenheim Memorial Fellowships](#)  
[MacArthur Awards](#)  
[National Academy of Education](#)  
[National Endowment for the Humanities Fellowships](#)  
[Newberry Library Fellowships](#)  
[Nobel Prize](#)  
[Packard Fellowships](#)  
[Residency at the Center for Advanced Study in the Visual Arts](#)  
[Residency at the Getty Center for Arts and Humanities](#)  
[Residency at the Institute for Advanced Study](#)  
[Residency at the National Humanities Center](#)  
[Residency at the Woodrow Wilson Center for Scholars](#)  
[Rockefeller Fellowships](#)  
[Searle Scholars](#)  
[Sloan Fellowships](#)