



UT Tyler RESEARCH, SCHOLARSHIP, AND SPONSORED PROGRAMS

UT Tyler Faculty Development Leave Program (UT Tyler-FDL)

Request for Proposals Academic Year 2024-2025

Purpose

The UT Tyler Faculty Development Leave program provides tenured faculty members with paid leave from teaching and service responsibilities to allow them to focus on research, scholarship, and creative endeavors.

Faculty Development Leave awards are investments made by the university with the expectation that a leave from teaching and service responsibilities has the potential of benefiting faculty members' careers and of contributing to the university's strategic goals and priorities.

Eligibility

1. Faculty must be tenured at UT Tyler when they apply for and have a Faculty Development Leave.
2. At the start of the Faculty Development Leave, faculty must have already completed at least six full academic years employed as a full-time faculty member by UT Tyler, with the six years including at least two full academic years of consecutive full-time service at UT Tyler and received no other Faculty Development Leaves during that six-year period.
3. Faculty must have a demonstrated record of and pathway for continuing excellence in their research, scholarship and creative endeavors as defined by their college or school.

Activities

Faculty may request a Faculty Development Leave for a variety of activities that could include:

1. Advancing research or developing new lines of research by working with a national or international laboratory, research and development center, or a national or international expert.
2. Completing and submitting manuscripts for publication of a scholarly book.
3. Conducting laboratory research, documentary research, field observations or site-specific research or study.
4. Completing or engaging in creative activities leading to exhibition or performance according to the scholarly standards of the discipline.
5. Developing a new program or subject area identified as important to the faculty member's department, school, or college.
6. Other scholarly or creative activities of comparable importance that advance the knowledge available to the faculty member, students, the university, and society.

Faculty Development Leave may not be used to obtain an advanced degree, professional certification, or licensure.

Application Process

Faculty Development Leave applicants must:

1. Verify that they meet the eligibility criteria before preparing application materials.

2. Have received approval from their supervisor in support of the timing (fall or spring or half-time across both terms and the relevant academic year) and content of their Faculty Development Leave proposal before submitting their application materials for review.
3. Complete the [fdl-application form](#) and attaching the application materials listed below.
4. E-mail completed applications with required attachments as a SINGLE PDF file to research@uttyler.edu. Please label file using "Last name_First name_Faculty Development Leave Application_2024-2025."

Faculty Development Leave applications for AY 2024-2025 are due on or before 11:59 p.m. April 15, 2024.

Faculty Development Leaves granted for AY 2024-2025 can begin with the fall 2024 semester and must be completed by August 31, 2025.

Application Materials

1. CV (three pages maximum).
2. Faculty Development Leave Proposal that includes the following:
 - a. **Abstract** (100 words maximum) that briefly summarizes the purpose of the proposed Faculty Development Leave. The Abstract should not use unnecessary acronyms and should include the following information:
 - i. The location where the faculty member will engage in the Faculty Development Leave activities.
 - ii. Research, scholarship, and creative endeavors that will occur during the Faculty Development Leave.
 - iii. Benefits and anticipated impact of the Faculty Development Leave on the faculty member's professional development about their research, scholarly, and creative endeavors, and on the faculty member's department, college or school, and the university.
 - b. Faculty Development Leave **Proposal** (2,000 words maximum) that describes and justifies:
 - i. The proposed research, scholarship and creative endeavors and the need for the Faculty Development Leave.
 - ii. The location where the faculty will do the work during the Faculty Development Leave.
 - iii. The type of Faculty Development Leave requested (full-time for one term or half-time in each of two terms).
 - iv. Details about the planned leave activities.
 - v. Contributions of the Faculty Development Leave to furthering the development of the faculty member's research, scholarship, and creative endeavors.
 - vi. Expected outcomes of the Faculty Development Leave (e.g., publications, exhibitions, research proposals, grant applications, new program development, etc.).
 - c. **Bibliography** (optional, two pages maximum)
 - d. **Invitation** letter required only if the Faculty Development Leave is to be hosted elsewhere (e.g., national lab, another institution of higher education, other).

Review Criteria

Faculty Development Leave applications will be reviewed and recommended for awards based on their intellectual merit and contributions, including:

1. Significance of the Faculty Development Leave project.
2. Feasibility of completing the project within the Faculty Development Leave timeframe.
3. Benefits of the Faculty Development Leave for the faculty members' career, as well as for their departments, schools, or colleges.
4. Expected outcomes of the Faculty Development Leave (e.g., publications, exhibitions, research proposals, grant applications, new program development, etc.).
5. Contributions of the Faculty Development Leave outcomes to the university's strategic goals and priorities.

Terms and Conditions

1. Faculty members may be granted Faculty Development Leave for either one academic year (e.g., Fall 2024 and Spring 2025) at one-half of regular salary, or for one-half academic year (e.g., Fall 2024 or Spring 2025) at full regular salary.
2. If a faculty member serves in an administrative role, it is expected that they will take leave from the administrative role during the Faculty Development Leave as well. Faculty Development Leave includes leave from departmental, college, and institutional service as well.
3. A faculty member on Faculty Development Leave may accept a grant for study, research, or travel from any institution of higher education, from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local government agency. An account of all grants shall be made in the application by the faculty member.
4. A faculty member on Faculty Development Leave may only accept employment from any entity other than UT Tyler with the express written approval of the President, who must determine that it is in the public interest to do so.
5. Faculty receiving Faculty Development Leave awards are required to return to the University for at least twelve (12) months immediately following the conclusion of Faculty Development Leave; otherwise, faculty shall be responsible for reimbursing to the University the salary and benefits received during the leave.
6. Faculty receiving Faculty Development Leave awards are required to submit a summary report (five pages maximum) of the outcomes and impact of their leave, no later than one month upon their return. The report should include details about the activities and accomplishments that occurred during the Faculty Development Leave, deliverables that were produced, and any plans for future work.