

## GCSW FACULTY FUNDED DEVELOPMENT LEAVE PROGRAM GUIDELINES

### Overview

The Faculty Funded Development Leave Program is designed to provide tenure-track faculty the funded opportunity to develop their expertise for continued professional, academic growth. The program requires a retention commitment from the faculty member receiving the leave which is equal to the length of the leave.

Leaves are available for one (1) semester with full pay, or one (1) academic year at half pay. The program is funded based on the allocation of money which enables faculty member's course responsibilities to be covered. A faculty leave is granted by the Dean based on the recommendation of the Dean's Advisory Committee. All faculty interested in receiving a leave must submit an application. The applications will be evaluated on its purpose, feasibility, soundness, and relevance to the faculty member and to the GCSW.

### Eligibility for Leave

1. The program is open to tenured and non-tenured faculty employed in a tenure track position.
  - a. Non-tenured faculty are eligible only subsequent to a successful completion of the third-year review.
  - b. Administrative officers are not eligible for this program.
2. While tenured and non-tenured faculty are eligible, priority is given to seniority (based on years of service) at the GCSW, if the leave plans are evaluated as equal.
3. Faculty may not receive more than one (1) developmental leave in a six-year period.

### Faculty Development Leave Application

To facilitate committee review and to ensure comparability of evaluation, applications should include the following information and be organized in the following format:

1. Cover sheet (attached).
2. Current curriculum vitae.
3. Full statement of the activity for which the proposed development leave is requested (including specific reference to the research, study, or other activity to be undertaken, where the work will be done, its relevance to the applicant's responsibilities at the University of Houston and GCSW, and any other information that will be helpful to

the committee). In essence, this portion should include:

- a. Goals and objectives;
  - b. where one will go;
  - c. what one will do; and
  - d. how one will do this.
4. Description of any grant or other assistance awarded or applied for during the period for which leave is requested.
  5. Indication of whether the application is for the Fall or Spring semester or full academic year.
  6. If applicable, documentation from the host institution where the developmental activity will take place, indicating that institution's support of the activity.
  7. The application must be submitted by November of the year prior for a Fall or a year's leave beginning in Fall, and by March of the year prior for a Spring leave or a year's leave beginning in the Spring.

At the conclusion of the leave period, each recipient of a Faculty Development Leave is expected to submit a brief report and colloquium to the GCSW outlining the activities undertaken during the period of leave.

GCSW FACULTY DEVELOPMENT LEAVE

Cover Sheet

NAME:

TITLE:

COLLEGE:

DATE OF INITIAL APPOINTMENT AT THE UNIVERSITY OF HOUSTON:

ABSTRACT OF PROPOSED DEVELOPMENT LEAVE ACTIVITY