



THE UNIVERSITY OF TEXAS AT EL PASO  
**OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

### **Faculty Development Leave**

**PURPOSE:** The purpose of Faculty Development Leave is to enable faculty members to engage in study, research, writing, field observation, and similar projects to improve public higher education.

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

- Advancing research or developing new lines of research by working with a national or international laboratory, R&D center, or with a national or international expert;
- Completing and submitting for publication a scholarly book;
- Conducting laboratory research, documentary research, field observations or site-specific research or study;
- Completing or engaging in creative activities leading to exhibition or performance according to the scholarly standards of the discipline;
- Developing a new program or subject area identified as important to the faculty member's unit; and
- Other scholarly or creative activities of comparable importance that advance the knowledge available to the faculty member, their students, the university and society generally.

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

**ELIGIBILITY:**

- Tenure-track faculty must have earned tenure by the time the leave commences.
- Faculty who have served full-time as an assistant, associate, or full professor for at least two consecutive academic years at UTEP are eligible to apply.
- Non-tenure-track faculty with a minimum of six consecutive academic years of full-time employment at UTEP are eligible to apply.

**DURATION AND COMPENSATION:** Faculty members may be granted Faculty Development Leave for either one academic year (e.g., Fall 2025 and Spring 2026) at one-half of regular salary, or for one-half academic year (e.g., Fall 2025 or Spring 2026) at full regular salary. 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. 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. A faculty member on Faculty Development Leave may only accept employment from any entity other than UTEP with the express written approval of the President, who must determine that it is in the public interest to do so.

**RETURN FROM FACULTY DEVELOPMENT LEAVE:** Faculty 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. Faculty are required to submit a summary (no more than 2-pages) of the results and impact of their leave, no later than one month upon return.

**APPLICATION AND REVIEW PROCESS:** All applications for Faculty Development Leave must be submitted online via the [Faculty Development Leave Workflow System](#). Faculty must seek approval from the program chair/director and dean prior to submitting an application.

The applications will be reviewed by the chair/director and then by the dean. All applications will be reviewed separately by a Faculty Development Program Committee elected by faculty. The Provost will make recommendations to the President based on the reviews submitted by the Faculty Development Program Committee and the reviews of the chair/director and dean. The overarching review criterion is the potential of the applicant to build upon his or her academic excellence in scholarly work or teaching and learning competencies. The reviewers will be asked to comment on the strengths and concerns for each of the following criteria:

- intellectual significance and quality of the proposal;
- impact of new skills or knowledge the proposal would yield for the applicant;
- impact on the goals and missions of a program or department, college or school, and university;
- alignment with the strategic advantages, goals and initiatives in the university strategic plan;
- soundness and feasibility of the project; and
- likelihood of successful and meaningful development of the applicant.

Approval of faculty development leaves will be dependent on the merit of the requests and availability of funds and resources to support the leave.

**PROPOSAL DEVELOPMENT LEAVE APPLICATION:** The proposal development leave packet requires an updated CV and a proposal. **Proposals should not exceed five pages, not including the appendix.** The proposal should include the following:

- an overview of the proposed effort and significance;
- a proposed plan and activities, including approach and/or methods;
- how the leave will enhance your development;
- anticipated benefits to the department or program, college or school, and university;
- alignment with the strategic advantages, goals or initiatives in the university strategic plan;
- description of collaborators, mentors, or sponsors, if applicable;
- expected outcomes and contributions to established body of work in the field, e.g., publications, exhibitions, research proposals or new program or course development; and a
- letter of invitation from the host (if applicable).