

FACULTY DEVELOPMENT LEAVE GUIDELINES

A faculty member who has been awarded a Faculty Development Leave (FDL) slot must commit to resume full-time faculty status at Texas A&M University for at least two semesters following the conclusion of the leave. In addition, the faculty member is required to submit an electronic faculty development achievement report at the end of the long semester following the conclusion of the leave. The Faculty Affairs office provides a template that must be used to submit the achievement report.

College Process:

Faculty members planning to apply for an FDL slot should notify their department head of their intention and review the [FDL guidelines](#) published by Faculty Affairs annually. Faculty members must submit their proposal by the deadline set by their department head (typically late August or early September).

The Department Head will review the applicant's proposal in the Faculty Affairs FDL portal and select to approve or deny the proposal by the annual due date. Approved proposals will route to the Dean for further review.

In the event there are two or less proposals received for consideration, the Dean will make the final determination as to whether or not the proposals move forward to the University Faculty Development Leave Committee, which is facilitated by Faculty Affairs.

In the event there are more than two proposals under consideration, the proposals will be extracted from the portal and shared with the academic leadership who will vote on which two proposals will move forward to the University Faculty Development Leave Committee, which is facilitated by the Faculty Affairs office.

After review by the University Faculty Development Leave Committee, a recommendation is sent to Faculty Affairs and the routing finally ends with Board of Regents approval. Typically, in February, Faculty Affairs will notify the Dean and Department Head of the outcome.

Post FDL:

Approved faculty **must submit a report** to the Faculty Affairs Office **by the conclusion of the first long semester after returning from leave**. This report is submitted through the FDL portal (<https://facultyaffairsportal.tamu.edu>) and should explain activities undertaken while on leave, the benefits to both the faculty member and the institution, and the impacts of the leave for both the faculty member and the institution. A copy of the report will be automatically submitted to the department head and Dean.

FDL Extensions:

In the event a faculty member’s travel is delayed or any other reason that prevents them from achieving what they were originally approved to do relating to their FDL and they need to extend the time to take their leave, the faculty member must request an extension by routing a memo through their Department Head, through the Dean addressed to the Vice Provost for Faculty Affairs with a clear justification as to why the extension is needed.

FDL Process Time Line:

Summer	FDL Application Process Opens Up in the Faculty Affairs Portal
Late August - Early September	The Department Head will set an internal deadline for submission of proposals and communicate it to their faculty.
Mid-September	The Department Head’s decision on FDL applications is keyed into the FDL portal.
Mid-October	The Dean’s decision on FDL applications is keyed into the FDL portal by the stated deadline for the current FDL cycle.
November	The University FDL Committee reviews proposals and recommends for approval to the Provost.
December - January	The Vice Provost for Faculty Affairs recommends approval of the FDL applications to the Board of Regents.
February	Once the routing process is complete, and the Board of Regents has approved the FDL requests, the Faculty Affairs office will send congratulatory letters to those awarded FDL copying the Dean and Department Head.
Early March	As soon as possible upon receipt of Faculty Affairs’ letter, the Dean’s office will generate a congratulatory letter to the faculty member with a copy to the Department Head.

Resources:

Faculty Affairs FDL Guidelines: <https://facultyaffairs.tamu.edu/professional-development/faculty-development-leave.html>

FDL Portal: <https://facultyaffairsportal.tamu.edu/>

To access the system, log in with your NET ID and password.