

**COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES**  
**FACULTY DEVELOPMENT LEAVE APPLICATIONS, 2011-2012**

***Deadline: November 1, 2010***

**Eligibility:** Full-time, tenured members of the College faculty are eligible if they have been employed at UH as full-time faculty for a minimum of seven consecutive academic years.

Faculty members are eligible for a leave only in the seventh year after their previous Faculty Development Leave.

Acceptance of the leave constitutes the applicant's agreement to continue University employment for at least one full academic year after the leave.

**Time Option:** Leaves may be taken for one semester at full salary or the full academic year at half salary.

**Award dates:** The FDL will take effect during the 2011-2012 academic year. The options are: taking a one-semester leave in either Fall 2011 or Spring 2012; or taking a two-semester leave for both Fall 2011 and Spring 2012.

**Deadline:** Monday, November 1, 2010

**Application requirements:**

(A) Application

1. Cover Sheet (Request for Leave of Absence form)
2. Two-page typed, doubled-spaced project statement including type of research, likely work product (book, monograph, etc.), and relevance to career advancement.
3. Statement from host institution (if applicable) about research support.
4. Description of external grants or fellowships awarded or applied for.
5. A complete and current curriculum vitae
6. Summary of any previous Faculty Development Leaves

(B) Letter from Chair or Director

**Submissions:** Submit 3 full hard copies to Maria Gasi, College Research Administrator, in the Dean's Office (402 Agnes Arnold Hall)

All faculty development leaves are subject to the university guidelines contained in the Faculty Handbook: [www.uh.edu/fs/handbook/LeavAbs.htm](http://www.uh.edu/fs/handbook/LeavAbs.htm). All college decisions concerning faculty development leaves, including the award of a faculty development to particular faculty members, are subject to the approval of the Provost's Office.

**GENERAL GUIDELINES**  
**College of Liberal Arts and Social Sciences**  
**Faculty Development Leave Program**

The College of Liberal Arts and Social Sciences awards Faculty Development Leaves to full-time, tenured members of the faculty engaged in scholarly research and creative or artistic projects according to the guidelines below. Leaves may be taken for one semester at full salary or for the full academic year at half salary. **Applications are due in the Dean's Office of the College of Liberal Arts and Social Sciences on the first Monday of November each year.**

**Eligibility**

Applicants for Faculty Development Leaves must be **tenured members** of the College faculty at the time of application and have been employed by the University as **full-time faculty members** for a minimum of seven consecutive academic years. Faculty members are likewise **eligible only in the seventh year after they last held a Faculty Development Leave**. Acceptance of a development leave award constitutes the **applicant's agreement to continue service at the University for at least one academic year** after completion of the leave.

**A. Application (submit three full copies)**

To facilitate review and to ensure comparability of evaluation, applications must include:

1. Cover sheet (Request for Leave of Absence form): This is the same form required by the Provost's Office for any leave of absence. It must be signed by the faculty member, department chair or director, college dean, and (after approval at the college level) the senior vice president for academic affairs. (Note: only your department chair's signature is required for submission to the Dean's Office.)
2. Project statement: Two-page, typed, double-spaced description of project for which the leave is requested (specifically addressing the project's scope, where it will be done, its relevance to the applicant's responsibilities at the University of Houston, and any other information relevant for review).
3. A statement (if applicable) from the host institution, library, etc., where the development activity will take place, indicating that institution's support for the project.
4. Description of any grant or other assistance awarded or applied for during the period for which leave is requested.
5. An up-to-date copy of your curriculum vitae.

6. Previous FDL recipients should provide the date of that leave and state its results.

**B. Letter from Chair/Director:**

The chair or director of the unit must write a full evaluation of the proposal, commenting on its importance, the feasibility of the project, the effect of the project on the applicant's career and/or the department, and (necessarily and in detail) the applicant's record in teaching and service.

**Criteria for Selection:**

1. Prerequisites: performance in teaching and service consonant with university expectations in regard to rank.
2. The significance of the contribution of the proposed project to the applicant's field, to the academic area generally, and to the University of Houston.
3. The merit and quality of the project itself as demonstrated by the manner in which it is conceived, defined, organized, and described in the application.
4. The likelihood that the applicant will complete the project or the phase of the project in the time frame proposed.
5. The quality of the applicant's scholarly or creative record as demonstrated by the current academic curriculum vitae.

**Selection Process and Procedures:**

Faculty Development Leave awards will be made by the Dean of the College with such consultation as the Dean finds helpful. The instructional and institutional needs of the departments and the college will be considered in the decision-making process. The applications approved by the Dean will be forwarded to the Senior Vice President for Academic Affairs for final approval. Once that approval has been given, public announcement of the awards will be made.

**Terms and Conditions of Awards:**

1. All applications must conform to the college format specified above and carry on the cover sheet the signature of the chair/director.
2. Acceptance of a development leave award constitutes the applicant's agreement to:
  - (a) abide by the stated terms and conditions of the award, and,
  - (b) continue service at the University for one academic year after completion of the leave.
3. While FDL recipients are encouraged to seek external support for travel and research, no one on Faculty Development Leave may accept employment from any other person, corporation, institution, or government, unless approved by the President.
4. An award recipient who wishes to make substantial changes in the development project

originally proposed (e.g., a significant change in the topic or focus of the project, the location of the leave activity, change in collaborators) must first notify, and receive written approval of, the Dean of the College.

5. **An award recipient who wishes to change the date of the leave originally proposed must notify and receive written approval from the Dean of the College and the Provost.**
6. At the conclusion of the leave period, each recipient of a Faculty Development Leave is expected to submit a brief report to the Dean of the College and the Senior Vice President for Academic Affairs outlining the activities undertaken during the period of leave.

### **Faculty Development Leave: Application Checklist**

- \_\_\_\_\_ Request for Leave of Absence cover form
- \_\_\_\_\_ Project statement (two-page maximum)
- \_\_\_\_\_ Letter of support from host institution (if applicable)
- \_\_\_\_\_ List of grants/fellowships awarded or applied for
- \_\_\_\_\_ Curriculum vitae
- \_\_\_\_\_ Description and results of any past faculty development leaves
- \_\_\_\_\_ Evaluation of project from chair/director

The deadline for FDL applications is the first Monday in November. During the 2010-2011 academic year, the deadline is **Monday, November 1, 2010**. All applications should be sent to:

**Maria Gasi**  
**College Research Administrator**  
**Dean's Office, CLASS**  
**402 Agnes Arnold Hall**  
**Mail Code: 3000**

If you have any questions or need assistance, please contact Maria Gasi at x3-3702 or [mgasi@uh.edu](mailto:mgasi@uh.edu)

---