

**FACULTY DEVELOPMENT LEAVE APPLICATION FORM
TEXAS A&M UNIVERSITY-COMMERCE**

Name:

Rank:

Department:

Years as A&M-Commerce faculty:

Total years of full-time college teaching:

Title of project:

Faculty Development Leaves will be funded for the 2025-2026 academic year (Fall 2025 and/or Spring 2026). Please indicate below the period and pay scale for which you are applying :

Fall 2025 semester at full base pay

Spring 2026 semester at full base pay

Fall 2025 and Spring 2026 semesters at base half-pay

Please note:

If funded, an acknowledgment that the project was supported by a Texas A&M University-Commerce Faculty Development Leave will be included in all publications, reports, exhibitions, performances, etc. resulting from the leave. A copy of all published material resulting from this research effort will be forwarded to The Office of the Provost and Vice President for Academic Affairs where it will become a part of the faculty member's file.

Prior to approving the faculty member's application, the department head must work with the college dean to ensure the faculty member's courses are covered prior to the submission of this application.

While on faculty development leave, it is important for the faculty member to focus solely on their professional development project as outlined in their proposal. It is expected that the faculty member does not participate in college or department activities such as meetings or reviews. The university, college, and department must respect this and refrain from expecting or requesting the faculty member to engage in any additional activities during their faculty development leave. The faculty member must also respect this and refrain from volunteering and engaging in university, college, and/or department activities while on faculty development leave.

Submit ONE COPY of your application to the Provost Office by 4:45 p.m., December 1st.

If the date falls on weekend, the due date will be the following Monday.

Once this application is submitted, it cannot be changed.

Signatures:

Applicant

Date

Department Head

Date

Dean of College

Date

EXPLANATION OF PROJECT

Provide a 1,000-1,500 word description of your project for the university committee. Address the following in your description:

1. Where will your leave take place?
2. What is the idea, problem, or work that will be the focus of your leave?
 - a. What will be your primary duties?
 - b. Will you be working with a co-investigator or research assistant? If so, explain the source of funding for the other person(s) and how duties will be divided.
3. What are the potential outcomes from your leave?
 - a. How will this leave contribute to your development as a faculty member and the university?
 - b. What contribution will your project make to your field and scholarship in general?
 - c. Will there be substantial developments such as a peer-reviewed publication, creative work, usable product, public attention that can impact public policy, or external funding?
4. Describe your plan for completing your project during the leave period. Address the following questions in your plan:
 - a. What preparation have you already done for your project?
 - b. What is the timeline for the work to be completed during the leave period?
5. Provide a list or description of sources or related projects that demonstrates your awareness of the most important studies, creative works, or publications related to your project.

In third person, provide a summary of the above description in 200 words or less. This will be submitted to and reviewed by the Board of Regents for consideration in approving the leave request and should include:

1. Location(s) of the leave
2. Objective(s) of the leave
3. Outcome(s) of the leave

VITA

Include a current vita emphasizing your prior record of scholarly or professional achievement, particularly those completed within the past five years. This record will be a major criterion for awarding a Faculty Development Leave.

NOTE: You may also submit additional supporting materials, such as a copy of a book contract or appropriate references.