



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 60.02, Faculty Development Leave of Absence for Compensated Tenured Faculty**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to ensure understanding and a standardized approach in the handling of faculty leaves of absence.

**REVIEW:** This HSCEP OP will be reviewed by April 1 of even-numbered years (ENY) by the Deans and the Vice President for Faculty Success or designee, with recommendations for revision submitted to the President or designee by May 1.

### **POLICY/PROCEDURE:**

1. Sections 51.102 – 51.108 of the Texas Education Code provide for faculty development leaves of absence, and this policy conforms to this legislative directive.
2. The Board of Regents may grant faculty development leaves of absence for study, research, writing, field observations or other suitable purposes, under conditions allowable by the State of Texas.
3. A faculty member is eligible by reason of service to be considered for a faculty development leave when he/she has served as a member of the faculty of the same institution of higher education for at least two consecutive academic years (all schools). This service may be as an instructor, assistant, associate, or full professor, or an equivalent rank, and must be on full-time academic duty, but need not include teaching. The faculty member must be tenured at the beginning of the leave in order to receive the leave. A second leave ordinarily will not be granted to the same faculty member within five years of the first leave.
4. Such leaves will not jeopardize a faculty member's participation in benefits available by or through the institution or the state to faculty members, and a faculty member shall continue to be a member of the Teacher Retirement System of Texas or of the Optional Retirement Program of the institution, or both, just as any other member of the faculty on full-time duty.
5. The governing board may grant to a faculty member a faculty development leave either for one academic year at one-half of the position's regular salary or for one-half academic year at the position's full regular salary. Payment of salary to the faculty member on faculty development leave may be made from the funds appropriated by the legislature specifically for the purpose, or from such other funds as might be available to the institution.
6. Procedures for selection consistent with state guidelines are utilized by the President in making recommendations for faculty leaves to the Board of Regents.
7. The procedure to be used for leaves of absence for academic purposes shall be as follows:
  - a. The application for leave of absence shall be submitted to the faculty development leave committee of the respective Schools of Medicine, Dental Medicine, Nursing, or Graduate School of Biomedical Sciences. The composition and responsibility of the committee shall comply with the Faculty Development Leave Policy of the Schools of Medicine, Dental Medicine, Nursing, or Graduate School of Biomedical Sciences.

The faculty development leave committee of each School shall require submission, along with the application for leave of absence during which the faculty member will be engaged in research, of all necessary approvals or arrangements for approvals for the conduct of research, e.g., Institutional Review Board, Institutional Animal Care and Use Committee.

- b. The faculty development leave committee recommendations shall be submitted to the appropriate Dean, and the Dean shall make recommendations and submit other relevant information to the Vice President for Faculty Success or designee.
  - c. The Vice President for Faculty Success or designee shall forward a recommendation to the President.
  - d. The information to the President should include appropriate data for ratification by the Board of Regents.
  - e. Upon receipt of a copy of the approval of a leave of absence, the appropriate administrator initiates an electronic Personnel Action Form (ePAF) to implement the activity.
8. Any amendment to this HSCEP OP shall be filed with the Coordinating Board no later than 30 days after the effective date of the amendment.