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## PROFESSIONAL DEVELOPMENT LEAVE POLICY

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The Professional Development Leave (PDL) program is funded and administered by the College of Liberal Arts. Its purpose is to enhance faculty scholarly and creative activities by supporting opportunities for professional growth, intellectual renewal, and acquisition of new skills through study, research, writing, and training. A professional leave should advance the scholarly reputation of the faculty member, department, college, and the university.

**Eligibility:** Individuals eligible for Faculty Developmental Leave (FDL) and have not participated in the PDL or FDL programs within the previous five years. For the purpose of calculating eligibility, internal departmental leaves awarded in the 2011-2012 academic year to individuals who applied for but did not receive FDL, will count as FDLs.

**Duration:** Period of leave is Academic Year 2014-2015. One semester at full pay or two semesters at one-half pay (with FDL restrictions). Department heads who have completed a full term of service and who are so authorized in their letter of offer may apply for a full year at full pay.

**Application:** Faculty must complete the online FDL application at <http://fdl.tamu.edu> and submit the supplemental PDL application form directly to the Office of the Dean.

**Selection Criteria:**

1. The quality of the FDL and PDL proposals, which includes specificity, persuasiveness, and the potential enhancement of the applicant's scholarly activities and classroom teaching.
2. The likelihood of completion of the proposed activities given the available resources and scholarly record and the significance of anticipated outputs.
3. The number of courses taught over the previous three years.

**Deadline:** FDL and PDL applications are due in the Office of the Dean by **Tuesday, October 1, 2013.**

**Decisions:** After review and ranking by the department head and a subcommittee of the College's Planning and Resources Committee, a subset of FDL applications will be forwarded to the university for FDL consideration. Applications not forwarded will be reviewed for the PDL program.

**Reporting:** Faculty receiving awards will report via an on-line **form** on the benefits of the award within 3 months of the end of the leave.

**Submit form:** To Tiffany Green at [tgreen@tamu.edu](mailto:tgreen@tamu.edu) **Handwritten applications WILL NOT be accepted.**

**PROFESSIONAL DEVELOPMENT LEAVE APPLICATION**

Date of Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**SCHOLARLY/CREATIVE ACTIVITY**

1. Do you propose project-related travel plans? YES  NO

Destination: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

2. Briefly describe how the proposed activities will enhance your classroom teaching.

3. In the table below, list the courses taught over the previous 3 years in reverse chronological order, beginning with the current semester. Do not include standard directed studies or research courses.

<b>SEMESTER</b>	<b>COURSE/ENROLLMENT</b>	<b>SEMESTER</b>	<b>COURSE/ENROLLMENT</b>
<i>e.g., FALL 2011</i>	<i>PSYC 107 (n=212)</i>	<i>FALL 2011</i>	<i>PSYC 336 (n=30)</i>

4. For semesters in which you did not list at least one course, provide a brief explanation and description of work accomplished.

5. List the anticipated outputs or deliverables from the proposed leave.

6. Do you agree to return to TAMU for at least 1 year after support from the PDL?

YES  NO

7. Do you agree to provide a written report to the department head and dean on accomplishments during the PDL?

YES  NO

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### REQUIRED SIGNATURES

APPLICANT: My signature certifies that the information provided is accurate and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

HEAD: My signature certifies that I approve the Professional Development Leave request and that the teaching report is accurate and complete.

\_\_\_\_\_  
Signature of Departmental Head

\_\_\_\_\_  
Date

Please submit completed form to:  
Tiffany Green at [tgreen@tamu.edu](mailto:tgreen@tamu.edu) by October 1, 2013