

**CULLEN COLLEGE OF ENGINEERING**  
**FACULTY DEVELOPMENT LEAVE**

**GUIDELINES**

**DEADLINES FOR SUBMISSION TO DEAN:**

**Notice of Intent to Apply:** variable date

**Application for Leave:** variable date

**NOTICE OF INTENT TO APPLY**

The purpose of the Notice of Intent to Apply is to alert the Dean that an application is forthcoming. The notice should be in writing, and processed through the Department Chair to the Dean.

**LEAVE GUIDELINES**

Faculty development leaves are generally granted for one academic year at one-half the academic year salary, or at full pay for one semester. Residence at industrial institutions is encouraged by the College.

Development leaves are intended to provide an opportunity for full-time faculty to improve their professional effectiveness through research, writing, study, field observation or other suitable professional activities. They must fundamentally benefit the research and educational programs of the College.

Applicants for leaves must be tenured faculty members at the time of application. They must have been employed as full-time faculty at the University for a minimum of six consecutive years since last receiving a development leave. Individuals who accept a development leave must return to full-time service for at least one academic year following the leave.

Applicants are encouraged to seek external funding for travel, research or study. Employment of a faculty member during the development leave must, as described in the *Faculty Handbook*, be recommended by the Dean and approved by the Senior Vice President and the President. University consulting and conflict of interest policies shall remain in effect. An intellectual property agreement between the University of Houston and the host institution (public or private) will be required to govern the rights to intellectual property developed by a faculty member on development leave.

Substantial changes in the development leave plan as originally proposed must be approved. Recipients must notify the Department Chair and the Dean of such changes and secure approval for the award to remain in force. Substantial changes would include a change of collaborators in a leave activity, a change of location or employment, or a major change in the topic or focus of the project.

The criteria for evaluating the applications will be (1) the qualifications of the applicant and (2) the expected impact of the proposed development leave activity on the educational and research mission of the College. The Dean, in consultation with the Department Chair, will determine the faculty development leave awards, with final approval by the Provost. The availability of funds may limit the number of leaves which can be granted.

At the conclusion of the leave period, each recipient of a Faculty Development Leave will be expected to submit a brief report to the Department Chair and Dean outlining the leave activities undertaken and their benefit to the University.

## CULLEN COLLEGE OF ENGINEERING

### FACULTY DEVELOPMENT LEAVE

# APPLICATION FORM

Applications should include the following information, and organized in the following format:

1. Completed *Request for Leave of Absence* (this form is available on-line at the Provost's website: [http://www.uh.edu/provost/fac/Fac\\_rec\\_hir.html](http://www.uh.edu/provost/fac/Fac_rec_hir.html)).
2. A full statement of the activity for which the proposed development leave is requested (including specific reference to the research, study or other activity to be undertaken, where the work will be done, its benefit to the University of Houston, and any other information that will be helpful to the committee).
3. A description of the financial arrangements relating to the development leave. Include a statement from the host institution where the development leave will take place, indicating that institution's support of the activity.
4. A preliminary understanding on the distribution of rights to intellectual property developed by the faculty member while on leave.
5. A statement disclosing the nature of the relationship with the external party to determine any possible conflict of interest.
6. A list of any anticipated consulting and outside employment activities to be carried out during the leave.
7. A current *Curriculum Vitae*.
8. A list of the names and affiliations of individuals from whom letters of recommendation have been requested, if any. Candidates are urged to submit letters of recommendation. All letters of recommendation should be submitted to the Dean's Office.
9. A statement of the activities undertaken during previous leave periods (if applicable) and their direct benefits to the University.
10. A statement by the Department Chair that the leave can be granted without detriment to the Department's teaching responsibilities.