

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 60.02, Faculty Development Leave of Absence for Compensated Tenured Faculty

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to ensure understanding and a standardized approach in the handling of faculty leaves of absence.

REVIEW: This HSC OP will be reviewed by April 1 of even-numbered years (ENY) by the Deans and the Provost, with recommendations for revision forwarded to the President by May 1.

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 five consecutive academic years (all schools). This service may be as an 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.

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5. The gov5 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, Nursing, Pharmacy, Health Professions, and the Graduate School of Biomedical Sciences (GSBS). The composition and responsibility of the committee shall comply with the Faculty Development Leave Policy of the Schools of Medi

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, InT6, swlsnT6,rd, l51.6 -14vi51.snT6ndt alav(l)3.