

## 1. GENERAL

Sam Houston State University is committed to providing faculty development opportunities whenever feasible. This commitment entails the provision of opportunities wherein the faculty may develop interests and skills in administrative areas as well as in the more traditional areas of professional study and research.

## 2. PURPOSE

- 2.01 The purpose of the Faculty Administrative Leave Program is to provide an opportunity for a member of the tenured or tenure-track faculty, through a released-time arrangement, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time.
- 2.02 For purposes of the implementation of this policy, the administrative areas for possible leave assignment shall include the offices of the President, the Vice President for Academic Affairs, the Vice President for Student Services, the Vice President for Finance and Operations, the Vice President for University Advancement, the academic deans, and the chairs, coordinators, and directors of academic units.

## 3. NATURE

- 3.01 Each leave participant will carry the equivalent of a full teaching load as defined in the current University Faculty Workload Policy. Accordingly the load will be defined to include a specified unit of released time for purposes of the leave.
- 3.02 The source of funding for the released time will be provided by the administrative area allocating the leave.

#### 4. APPLICANT SELECTION PROCESS

- 4.01 Notification of anticipated administrative leave assignments for tenured and tenure-track faculty members in the upcoming fiscal year will be provided by the administrative area allocating the leave.
- 4.02 The application shall include:
  - a. A current comprehensive professional vita
  - b. A signature sheet bearing evidence that the appropriate department/school chair and academic dean have approved the application
- 4.03 It shall be the responsibility of the appropriate administrative officer to assemble any additional information required on the applicants, to conduct necessary interviews, and subsequently to develop a written recommendation addressing the award of the leave.

APPROVED: /signed/  
James F. Gaertner, President

DATED: 09/30/03

## CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: February 15, 1980  
Reviewer(s): Council of Academic Deans  
Academic Policy Council

Review Cycle: February 1, ONY\*  
Review Date: February 1, 2005

Approved: \_\_\_\_\_  
David E. Payne  
Vice President for Academic Affairs

Date: \_\_\_\_\_

\*ONY= Odd Numbered Year