

Guidelines for Faculty Development Award (FDA) For Professional-Track Faculty

Section A: Overview

A.1 Introduction

These Guidelines describe the Faculty Development Award (FDA) for mid-career and senior professional-track faculty at the University of Texas at Austin. Details are provided about eligibility, the application process, and the award itself.

A.2 General Definition of the FDA

The FDA is intended to recognize excellence in our professional-track faculty and to provide resources to support professional development of mid-career and senior professional-track faculty. The Award itself offers up to \$10,000 to support the faculty member's development activities.

A.3 Allowable Expenses for the FDA

The Provost's Office will allocate and transfer \$10,000 of state funding per FDA recipient approved by the Executive Vice President and Provost (EVPP) to the faculty member's dean's office. Deans will be responsible for determining the way in which the monies may be used. State money may be internally swapped for local funds to allow more flexibility.

The FDA money (\$10,000) can be used for a summer salary for the faculty member as long as

- The percent effort of the faculty member for the summer of the FDA cannot exceed a total of 100% across the three summer months
 - Salary can only be used to support faculty development-related activities during the summer of the award

Some CSUs offer EVPP-approved alternatives to the summer salary option. If that is the case, the total for the allowable expenses is still capped at \$10,000.

A.4. FDA Core Eligibility Criteria

To be eligible to apply for an FDA, there are a core set of eligibility criteria required across all Colleges / Schools (CSUs). After listing the four core eligibility requirements below, more information is presented in these Guidelines to clarify the details about requirements 2) through 4) in the list below. Also see Table 1 below for examples of the timing for FDA applications and awards. To be eligible to apply for an FDA, the professional-track faculty member must:

- 1) Hold the rank of **associate professor** (or senior lecturer) or **full professor** (or distinguished senior lecturer) in the relevant professional-track title series. Thus, the FDA can only start at earliest during the first summer after appointment in that rank.
 - Each College and School will specify which professional-track title series (adjunct, instruction, practice, clinical, research, lecturer) are eligible for their FDA.
- 2) Have served as a benefits-eligible professional-track faculty member at UT Austin in **at least one** of the fall and spring terms during at least **6 different academic years**
 - Before the first FDA, and
 - In between FDAs
- 3) Have served as a benefits-eligible professional-track faculty member at UT Austin in at least one of the fall and spring terms during each of **two consecutive academic years immediately preceding** the year of application for the FDA.

- 4) Have met or exceeded expectations in their annual review during at least **three of the most recent academic years** in benefits-eligible service at UT Austin preceding the application for the FDA.

Note that each CSU might have additional eligibility criteria and might have certain criteria they use to prioritize FDA recipients. However, any CSU-specific requirements, prioritizations and/or criteria that are discrepant with the core FDA criteria and requirements and/or with applicable state and federal laws will be considered void.

Six Academic Years as Benefits-Eligible Faculty Requirement

As mentioned in the **Eligibility Criteria** section above (section A.4), there is a core requirement that the faculty candidate has served as a benefits-eligible faculty member in at least one of the fall and spring terms in at least six academic years before their first FDA and in between FDAs. Table 1 offers some possible examples of the timing for FDA applications and awards. To help further explain the four eligibility requirements listed above, note that:

- There can be a gap in service for up to three consecutive years in the required minimum of six academic years for one or more academic years, as long as the last two consecutive academic years immediately preceding the year of application for the FDA are without a gap in service. If an individual has been longer than three years without a contract/appointment at UT Austin, then the eligibility clock will be reset.
- If a professional-track faculty member has an approved **personal circumstances (PC) flag** (see [website](#)) during the time before their first FDA or in between two FDAs, then that academic year still **counts** as one of the required six years (i.e., having a PC flag does not add a year to the required six-year period).
 - However, each CSU's FDA application review committee should reframe the period of time used when reviewing the prior accomplishments of the faculty candidate to exclude the academic year with the PC flag as a year of work.
- Personal leave taken during an academic year that is taken in accordance with university policies related to paid sick time off or the federal Family Medical Leave Act will result in the associated academic year **still counting** towards the six-year period.

Two Consecutive Academic Years Preceding FDA Application as Benefits-Eligible Faculty Requirement

As mentioned in the **Eligibility Criteria** section above, there is also a requirement that the professional-track faculty candidate must have served as a benefits-eligible faculty member in at least the fall and/or spring terms in each of the two consecutive academic years immediately preceding the year of the FDA application:

- For example, if a faculty candidate is applying for an FDA in fall, 2022 for an FDA in summer, 2023 then the faculty member must have worked as a benefits-eligible faculty member in at least the fall and/or spring terms in each of both AY2020-21 and AY2021-22.
- Personal leave taken during an academic year that is taken in accordance with university policies related to paid sick time off or the federal Family Medical Leave Act will result in the associated academic year's **still counting** towards the two-consecutive-years period requirement.
- If a candidate has a **PC flag** associated with one of the two consecutive academic years preceding the FDA, then that year still counts towards the two consecutive academic years requirement.

Three Reviews with Meets or Exceeds Expectations Requirement

As mentioned in the **Eligibility** section above (section A.4), there is also a requirement that the faculty candidate must have met or exceeded expectations in at least three of the most recent academic years' reviews preceding the application for the FDA

- The three-years requirement refers to the most recent three academic years during which the candidate was employed as a benefits-eligible faculty member at UT Austin. If there is a gap in service during the three academic years preceding the application for the FDA, then the three years' period does not include the year with no service and must include the most recent, earlier year's review.
 - For example, if a candidate worked at UT Austin only in AY2017-18, AY2019-20 and AY2020-21, then the reviews from each of those three years will be used.
 - Note, however, that some CSUs might have a higher priority for the FDA for faculty with fewer gaps in service.
- Units that failed to conduct annual reviews for a faculty candidate for any of their prior years in service should reach out to the [Faculty Affairs](#) team in the Provost's office to request an exception.

B.1 Application, FDA and Decision Timing

The application process for FDAs will open at the start of the fall semester of the academic year for FDAs starting in the summer (at the end) of that year. For example, the application process will open in early fall, 2022 for FDAs in summer, 2023.

In some disciplines, more planning is needed for the development activities and in those CSUs, the FDA might take place in the summer at the end of the following academic year. In these CSUs, there will be an option such that the application process will open in early fall, 2022 for FDAs in summer, 2023 **or** in summer, 2024.

Decisions about FDA applications will be made before the end of the fall semester of the application.

B.2 Application Overview

- Applicants should verify that they meet the FDA eligibility criteria before compiling application materials.
- Application must be submitted by the stated deadline (extensions to the deadline will not be granted).
- CSU review committee makes recommendations to the dean.
- Dean sends recommendations to EVPP for final approval.

B.3 Application Materials

The application materials will be gathered using a centrally hosted system and require inclusion of

- **Short CV** (not longer than 4 pages), and an
- **FDA Proposal** that includes
 - **Abstract** (100 words maximum) that briefly summarizes the purpose of the proposed FDA. The Abstract should not use unnecessary or undefined acronyms and should include the following information:
 - The faculty development activities to be supported by the FDA
 - Benefits and anticipated impact of the FDA on the:
 - Faculty member's professional development and on the

- Faculty member's department, CSU and/or the university.
- **Faculty Development Proposal** (not longer than 2,000 words) that describes and justifies the proposed FDA and associated activities, the location where the faculty will do the work during the FDA, details about how the FDA activities will contribute to the candidate's professional development and impact on the faculty member's program, department, and UT Austin;
- **Itemized Budget** that must include allowable items and costs with a total that sums to not more than \$10,000. For summer salary, the rate and duration should be specified;
- **Bibliography** (optional, not longer than two pages); and
- **Additional CSU-Specific Materials** (if relevant).

B.4 Application Criteria

- When reviewing FDA applications, each CSU's review committee must include a criterion that evaluates each candidate's history of excellence and potential for future excellence in their areas of specialization (e.g. teaching / service / advising) as defined by their relevant discipline and title series.
- The CSU's review committee's criteria should include an assessment of the quality of the proposed use of and need for the FDA and its anticipated impact on the faculty candidate's development.
- Summer salary should be one possible use of FDA funding. However, each CSU should clarify whether they will allow the FDA funding to support additional types of faculty development activities and opportunities and must list those options. The candidate must clearly justify the relevant alternative to summer salary that they are requesting.
- Each CSU should be transparent and explicit about any additional criteria and prioritizations that they will use when reviewing FDA applications. For example, a CSU might prioritize
 - Certain areas of specialization (e.g., teaching)
 - Specific types of development (e.g., experiential learning, assessment, leadership, etc.)
 - Candidates longer in rank with fewer gaps in service, etc.
- Each CSU must let the EVPP and the CSU's faculty know about CSU-specific application materials requested in addition to the core set required by the EVPP
 - The CSU must also clarify for their faculty candidates the criteria that will be used to assess the additional materials.

Section C. Awards

C.1 FDA Notification

EVPP's Faculty Affairs team will notify faculty candidates via email of their FDA application status (awarded or not) before the end of the fall semester of application. In their official award notification email, faculty who are awarded an FDA will also receive their acceptance form that must be filled out by the faculty member to denote official acceptance of the FDA.

C.2 FDA Acceptance process

If a faculty member is awarded an FDA, they must complete the acceptance form that will be attached to the notification email by the deadline specified on the form. More instructions will be included in the notification email. By accepting the FDA, the faculty member is agreeing to all policies and conditions associated with the FDA.

C.3 FDA Deferral

Only under exceptional circumstances, may a faculty member defer an FDA that delays its start by not more than one calendar year. The request must include a justification for the delay in the start of the FDA. And the deferral request must be endorsed by the faculty member's supervisor and dean. The approved request should then be submitted to the [Faculty Affairs](#) team for final approval by the EVPP. The request should be received by the Faculty Affairs team no later than March 15th of the spring semester before the summer when the FDA was originally scheduled to occur.

Section D. Terms and Conditions

D.1 Reports

Upon completion of the FDA and by the conclusion of the spring semester in the academic year following the summer for which the FDA is awarded, the faculty member must submit a report documenting FDA activities and products (where relevant) and the impact of the FDA on the faculty member's professional development. A failure to submit the report by the deadline will make the faculty member ineligible to receive another FDA.

Note that additional follow-up information might be requested to assess the effectiveness of the FDA program.

General Terms and Conditions

- In no case will approval be given for expenditures greater than the total amount of the approved FDA amount.
- UT has end-of-fiscal-year deadlines for purchasing, which must be followed. Awardees should not delay when making purchases or submitting travel receipts for reimbursement. Fiscal regulations governing expenditure of UT and State funds must be observed, and all purchases must be made using University and State guidelines. More information and assistance are available at <http://www.utexas.edu/business/accounting/> or from your unit's accounting contact.
- Any and all changes to the approved FDA budget included in the final proposal must be approved in advance and in writing by the faculty member's supervisor and dean. The request for modification must include an itemized budget list including dollar amounts and justifications. And the modified amount cannot exceed the originally approved amount.
- Travel expenses paid from FDA funds are subject to State regulations and are only allowed for the FDA faculty recipient. Please follow guidelines established in your unit (department, college, school) for travel. The account number can be charged directly if you choose to arrange your travel through one of the University's approved travel agents.
- Employment of personnel must be in accordance with established University regulations.
- This is not a cash award. Funds are made available through an account established for your department by the VPR and the Office of Accounting. This is not a personal account, nor should it be used to deposit funds aside from those deposited by the VPR for RCGs.

Table 1. Examples for Timing of Faculty Development Awards (FDAs) by Candidate job title, rank, time in rank and service for Benefits-Eligible Professional-Track Faculty

Faculty Candidate	Timing of FDA	Examples			
<p>Newly promoted to the rank of professional-track associate professor⁺</p>	<p>Can apply in 1st year as professional-track faculty at the rank of associate professor⁺ for a first FDA that starts as early as the summer of their 1st year in rank as a professional-track associate professor⁺ after 6 academic years in benefits-eligible service as a faculty member at UT Austin with benefits-eligible service in at least 2 consecutive academic years immediately preceding the award.</p>	Example 1			
		<u>Year</u>	<u>Rank*</u>	<u>FDA Activity</u>	
		AY2017-18	Assistant		
		AY2018-19	Assistant		
		AY2019-20	Assistant		
		AY2020-21	Assistant		
		AY2021-22	Assistant		
		AY2022-23	Associate	APPLY	
		Summer, 2023	Associate	FDA	
					Example 2
		<u>Year</u>	<u>Rank*</u>	<u>FDA Activity</u>	
		AY2015-16	Assistant		
		AY2016-17	Not at UT [@]		
		AY2017-18	Assistant		
		AY2018-19	Not at UT [@]		
		AY2019-20	Assistant		
AY2020-21	Assistant				
AY2021-22	Assistant				
AY2022-23	Associate	APPLY			
Summer, 2023	Associate	FDA			
<p>Faculty already at the rank of professional-track associate or full professor at UT Austin (including those hired at that rank)</p>	<p>Can apply for a first FDA that starts as early as the summer after completion of at least 6 academic years in benefits-eligible employment at UT-Austin and with benefits-eligible service in at least 2 consecutive academic years immediately preceding the award.</p>	Example 3			
		<u>Year</u>	<u>Rank*</u>	<u>FDA Activity</u>	
		AY2017-18	Associate		
		AY2018-19	Associate		
		AY2019-20	Associate		
		AY2020-21	Associate		
		AY2021-22	Associate		
		AY2022-23	Associate	APPLY	
Summer, 2023	Associate	FDA			

		Example 4		
		<u>Year</u>	<u>Rank*</u>	<u>FDA Activity</u>
		AY2015-16	Associate	
		AY2016-17	Associate	
		AY2017-18	Full	
		AY2018-19	Not at UT [@]	
		AY2019-20	Full	
		AY2020-21	Not at UT [@]	
		AY2021-22	Full	
		AY2022-23	Full	APPLY
		Summer, 2023	Full	FDA

Note. The Examples do not demonstrate every possibility for the timing of an FDA. For example, some CSUs might allow applying for an FDA in one academic year (e.g., AY2022-23) for an FDA in the summer at the end of the following academic year (e.g., for summer AY2024). For any questions, please refer to your CSU's guidelines and contact your department chair (if relevant) and dean's office.

⁺ Professional-track associate professor might refer to any of the following title series: associate professor of instruction, associate professor of practice, senior lecturer, research associate professor, adjunct associate professor and clinical associate professor. Faculty candidates should verify with their own CSU's guidelines to identify which title series are eligible in their CSU

^{*} Rank refers to rank of the professional-track title series (e.g., instruction, practice, lecturer, research, clinical). And note that the corresponding professional-track faculty ranks for the lecturer series include lecturer = assistant professor; senior lecturer = associate professor and distinguished senior lecturer = full professor.

[@] Not at UT refers to a gap in service year when the professional-track faculty member was not a UT Austin employee.