# HOOP 49 - Faculty Development Leave

# Guidelines for Writing Faculty Development Leave Reports:

The Handbook of Operating Procedures (HOOP) 49 – Faculty Development Leave notes, *“Recipients of faculty development leaves must, upon return from the leave, file copies of a report of activities with their department chair or equivalent, with the dean of their school, and with the Executive Vice President and Chief Academic Officer.”*  This is the basis for requiring reports on faculty development leaves (“development leave”).

The faculty member’s development leave report should be submitted to the department chair (or equivalent), the Dean, and the Executive Vice President and Chief Academic Officer via the UTHealth Houston Office of Faculty Affairs and Development. Development leave reports should be complete but need not be long. The development leave report should include:

* A brief summary of the activities and projects in the faculty development leave request;
* An account of progress made on each of the activities and projects, to include a complete bibliographic reference on any written or otherwise published products, e.g., articles, recordings, web pages, etc.;
* An explanation of how the faculty member’s development leave activities and projects have/are contributing to their teaching, scholarship, and university citizenship as they return to their responsibilities; and
* Other information the faculty member deems relevant to a professional report on the development leave.

# Development Leave Report Due:

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# The report is due within one month of return from development leave.

# Instructions to Submit Development Leave Report:

# This is a TEMPLATE.

# Please SAVE this document on your computer with your LASTNAME.

# Please complete all sections.

# When the report is complete, please forward an electronic copy to the UTHealth Houston Office of Faculty Affairs and Development via [OFAD@uth.tmc.edu](mailto:OFAD@uth.tmc.edu).

# Receipt of the leave report will be acknowledged.

**Faculty Development Leave Report**

**Name** Click here to enter text.

**School(s)** Click here to enter text.

**Department(s)** Click here to enter text.

**Leave Dates** Click here to enter text.

**Report Submission Date** Click here to enter a date.

**Abstract**

Describe the purpose and rationale of the development leave project(s). This item should be copied from the faculty development leave request.

Click here to enter text.

1. **Introduction, Background, and Timeline**

This section should include a brief summary of the activities and projects in the faculty development leave request. Indicate the length of time of your development leave (Fall semester, Spring semester, full year) and the developments in your field that led to this request.

Click here to enter text.

1. **Objectives**

Copy the objectives section from your development leave request to show what you expected to accomplish with your project(s). Then, note an account of progress made on each activity and project to include a complete bibliographic reference on any written or otherwise published products, e.g., articles, recordings, web pages, etc.

Click here to enter text.

1. **Narrative**

Please describe what happened during the development leave: what you did, accomplished, learned, and/or created; people whom you contacted and what information they provided; events you attended, why you attended them, and how they factored into what you learned, etc.

Click here to enter text.

1. **Benefits to UTHealth Houston**

List the benefits of the development leave to UTHealth Houston, your ability to perform your job, and your value as a faculty member. These items should be copied from the development leave request and expanded to include reflections made during and after the development leave.

Click here to enter text.

1. **Assessment**

Describe what changes or adaptations were made during the development leave project(s)?

Click here to enter text.

1. **Evaluation and Conclusions**

To what extent was the development leave project successful? What specific things were gained, and how will this information be used? What items were created, and how will these things be used? What contacts were made for your department, discipline, and UTHealth Houston?  What follow-up will be done, and by whom?

Click here to enter text.

**Appendix: Documentation**

Other information you deem relevant to a professional report on the development leave, e.g., notes, photographs, daily journal, course grades, published articles, and other artifacts indicating your work during the development leave.

Click here to enter text.