

Title: Standard Operations Procedures for Funded Faculty Leave (FFL) Program

University Funded Faculty Leave Program (FFL)

Version: 1

Effective Date: September 1, 2026

Responsible Party: Research and Innovation Council (RIC)

Review Cycle: Annual

Section 2: Purpose

This SOP establishes standardized procedures for administering the University Funded Faculty Leave (FFL) Program.

Section 3: Roles and Responsibilities

Faculty Applicant: Submit application, complete leave, submit report.

Department Committee/Department Chair/Dean: Provide recommendations

University Funded Faculty Leave Review Committee: Rank applicants and provide recommendations to the Research and Innovation Council.

Research and Innovation Council: Reviews recommendations from the FFL Review Committee and makes recommendations to the Provost.

Provost: Final approval and submission of awardees to the Board of Regents .

Section 4: Eligibility (See PS 10.A.08 for specifics)

Full-time tenured/tenure-track faculty

Minimum 2 years of service

Good standing

Section 5: Process Overview

Funded Faculty Leave Review Committee: The committee is composed of a faculty member from each department appointed by the department chair. Any faculty member on the review committee is ineligible to submit a proposal.

Proposal Submission: Proposals will be submitted to the Waterflow Workflow system and reviewed by each reviewer or reviewer body in Workflow.

Proposal Template

A. Title of Proposal:

B. Name of Applicant:

Department:

Rank:

Email Address:

C. Proposal Summary 200 words max, stating objectives, significance, and anticipated benefits

D. Describe any other funding from a university source received for the proposed project.

E. Proposal Description (limit 1200 words)

This main body of the proposal should be a detailed description of the proposed activity and should include the following: A. Objectives and expected significance of the proposed activity. B. General plan of the activity. C. Expected benefits to the academic discipline / UHD community.

F. FFL Program Compliance:

Indicate if your study will include any of the following components. This information is used by the ORSP to track compliance for institutional reporting, but is not used in determining FFL recipients.

Please note that if your research involves any of the following components, your work may be bound by other institutional or external compliance requirements which must be met before university funds can be distributed.

1. Does your project contain human subjects? (If yes, attach a copy of IRB application if available. If approval is pending, you can attach the draft of the application)
2. Does your project require animal welfare approval? (If yes, attach a copy of your IACUC review form. If approval is pending, you can attach the draft of the application).
3. Will your project require renovation or construction costs? (If yes, attach the cost of estimates from Facilities Management).
4. Does your project involve hazardous waste? (If yes, attach the project hazard assessment form).
5. Does your project include collaborators, partners, or sub-recipients outside of UHD? (If yes, please upload written authorizations by a signatory authority from outside institutions.)
6. Does your project require Bio-Safety Committee approval? (If so, attach the approval form).

G. Applicant's Qualifications (Vita or Resume): This section should include information to assure that the applicant has the expertise needed to complete the proposed activity successfully.

H. Appendices (Limit 10 files or pages) This section should provide any supporting documentation needed for Part II above, e.g., a biography of the applicant, bibliography, previous publications relating to the project....

Evaluation Rubric

Proposals should be evaluated according to the below rubric.

1. Expected Significance of the Project
 - a. Overall merit / quality of the proposed scholarly / creative project
 - b. Anticipated scholarly / creative product (distinguish between major and minor works of scholarship, according to the field.
 - c. Expected benefits of the project to the discipline.
 - d. Expected benefits of the project to the UHD community (for example, scholarship would benefit field but also curriculum development, student involvement, help to secure external funding, and/or be of general interest to the community)
2. Qualifications of the Applicant
 - a. Demonstrated professional expertise and skills to complete the project successfully.
 - b. Merit / quality of supporting materials (bibliography, previous publications, and any other documents that could make the case for the project's importance and feasibility)
 - c. Feasibility of completion of the proposed project within time frame (distinguish here between a project that is underway already and established, a project that is in the early stages, and a plan only, even if it is a laudable plan)
3. Quality of Proposal Presentation
 - a. Justifiability of a semester's leave for project (the project should be substantial enough to merit a semester's leave, but, at the same time, convincingly achievable within that time-frame.
 - b. Proposal explains content of topic using support and detail.
 - c. Proposal is well organized using headings to group information.
 - d. Proposal captures important information about the topic .
 - e. Adherence to requested proposal format (Completion of all parts of the application is mandatory)

Tentative Timeline (Can be updated based on the Board of Regents meeting schedule but any change will be announced to the UHD community).

Last Monday in August	Department FFL committee appointed.
Last Monday in August	Applications for FFL are submitted into Watermark Workflow
Third Monday in September	Department FFL Committee recommendation is due.
Second Monday in October	Department Chair recommendation is due
First Monday in November	Dean recommendation is due
Last Monday in November	The University FFL committee sends recommendations to the Research and Innovation Council
Second Monday in December	Research and Innovation Council sends recommendations to Provost.
Second Monday in January	Provost notifies candidates that they have been approved at the university level and submits name for BOR meeting.
End of February	Provost communicates to the applicant the status of their application.
End of Spring Semester	Research and Innovation Council review Standard Operating Procedures, proposal application and review criteria. Office of Provost sends out a call for applications for the next year.
Summer	Members of the FFL Review Committee are appointed.

List any references or supporting documents.

PS 10.A.08 University Funded Faculty Leave Program

PS 10.A.28 Internal Grants and Awards for Faculty

Version History

Version	Date	Description of Change	Author
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