

# **Format for Faculty Development Leave Proposal**

## **I. Title Sheet (One page)**

It should provide space for:

- a. Name of applicant, department, college
- b. Rank, years of service at SFA, tenure (yes/no)
- c. Previous leave(s) (yes/no, and dates)
- d. Semester (s) of leave requested
- e. Title of proposal
- f. Signatures: of applicant; chair and dean (who through signing certify leave can be accommodated)

## **II. Executive Summary (One typewritten page only)**

It should contain a brief description of the proposed leave, expected outcomes, justification, and evidence of ability to complete work.

## **III. Body of Proposal (No more than 9 typewritten pages)**

The applicant should include the following as headings:

Introduction  
Purpose and Benefits  
Procedures and Methods  
Proposed Work Schedule  
Summary  
Technical References

## **IV. Support Documents (No more than 15 pages)**

Should include:

- a. Vita
- b. Letter of reference
- c. Other support items the applicant wishes to submit

Submit nine copies of the request to the Vice President for Academic Affairs.