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.