

Faculty Development Leave Proposal Format

If applying for faculty development leave, please refer to policy 12.7.

Your application should follow the format listed below and be sent electronically to the Provost's office, either by email or on thumb drive.

1. **Title Sheet** (Complete form provided) which includes:
 - a. Name of applicant, department, college
 - b. Rank, years of service at SFA, tenure (yes/no)
 - c. Previous leave(s)
 - d. Semester(s)
 - e. Title of Proposal

2. **Signatures: of applicant, chair and dean**
By signing the form the dean certifies the College can fund the faculty development leave, if funds are not provided by the Provost's office.

3. **Executive Summary** (1 page only)
Should contain a brief description of the proposed leave, expected outcomes, justification, and evidence of ability to complete work.

4. **Body of Proposal** (No more than 9 pages)
The applicant should include the following as headings:
 - a. Introduction
 - b. Purpose and Benefits
 - c. Procedures and Methods
 - d. Proposed Work Schedule
 - e. Summary
 - f. Technical References

5. **Support Documents** (No more than 15 pages)
Should Include:
 - a. Vita
 - b. Letter of reference
 - c. Other support items the applicant wishes to submit

Proposal should be sent electronically to brewersj@sfasu.edu by deadline
(see schedule deadlines)