

Faculty Development Leave Proposal Format

If applying for faculty development leave, please refer to HOP policy 02-309.

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. **Cover 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. Statement of Purpose

2. **Signatures: of applicant, unit head 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)