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)

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**Updated 9/13/2023**