

**Memorandum**

DATE: April 1, 2019

TO: Deans, Department/Division Chairs, Librarians, and Full-time Faculty

FROM: Jennifer Cowley, Provost and Vice President for Academic Affairs

RE: Faculty Development Leave

Faculty Development Leaves (FDL's) are awarded for the purpose of increasing the value of the contributions to the university by our faculty and librarians through the enhancement of their scholarly achievements and reputation.

To be eligible for FDL during academic year 2020-2021, a full-time faculty member or librarian must have served the University for at least six consecutive academic years following initial appointment or the most recent FDL, and not be in the terminal year of UNT employment. Projects for any period during the 2020-2021 academic year are eligible. FDL proposals must be routed through the department chair to the dean, and then to the Office of the Provost and Vice President for Academic Affairs.

Applications will be reviewed by the Faculty Development Leave Committee. Please note that the Committee will not review applications that are not on the correct application forms or that lack the required endorsements and approvals (i.e., chair and dean) as stated in the FDL guidelines. The checklist, cover sheet, application form and additional information can be found on the web at <http://vpaa.unt.edu/resources/forms> (i.e., VPAA-152, VPAA152a, FDL Checklist). [UNT Policy Manual, FDL Policy 06.010](#) contains guidelines addressing the basic content of FDL proposals.

All application materials should be forwarded electronically in single PDF format by the Dean to the Office of the Provost and Vice President for Academic Affairs to the attention of Davelyn McCartney (Davelyn.McCartney@unt.edu) by **September 27, 2019**.