

**UNIVERSITY OF NORTH TEXAS
FACULTY DEVELOPMENT LEAVE APPLICATION FORM**

Summary

Proposal Title: _____

Abstract: Write an overview that briefly describes the primary activity of leave, how the leave activity will enhance your academic career, and the intended outcome of the leave activity. Please make sure the abstract addresses these 3 points. It is essential that the abstract be written so that it can be understood by a professional outside your field. (250 words or less)

Narrative

Proposal Title: _____

The narrative should provide information about your leave activity. To help the development leave committee understand and evaluate your proposal please organize your narrative using the subcategories identified below. Please keep in mind that most of the committee will not be familiar with many aspects of your area of expertise.

Objectives: What are the primary outcomes anticipated from the leave activities? (250 words or less)

Description: Explain in reasonable detail the activities that will occur during the leave. Include information on where the activities will occur, the research methodology (where appropriate) and so forth. Be specific and help the committee understand and appreciate the nature and scope of your activities. Include appropriate details. For example, if you are working on a monograph or research papers, what is the review process? If you are working on a book, who is the target market? If you are doing performances, is there travel reimbursement or other compensation provided? If you are working with another institution, what resource are they providing? (500 words or less)

Professional Growth: Provide a brief explanation of how the leave activities will enhance your professional growth. (250 words or less)

University Benefits: Provide a brief explanation of how UNT will benefit from the leave activities. (250 words or less)

Explanation: Provide an explanation of why the leave is needed to complete the activities. (250 words or less)

Justification for Type of Leave: Provide a short explanation of why the leave activities make the leave category selected (Research, Creative, or Renewal) the appropriate category. (250 words or less)

If your leave activities are based on a grant or other pending circumstances, provide a viable alternative plan. (250 words or less)

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Additional Faculty Development Leave Information

Your development leave application should include a letter of support from your department chair (immediate supervisor). Please attach letters to the application. (Note to administrators providing letters – Please do not prepare and submit boilerplate letters of support. Include any issues of concern granting the leave may cause – particularly when there are multiple leave applications from the same area.) If you are a chair requesting leave, please have a letter of support written by your dean.

Please attach a curriculum vita to your leave application. The committee will accept a summarized curriculum vita and a reference to where the full curriculum vita may be viewed. Leave candidates are encouraged to highlight in some fashion prior work and activities that are particularly relevant to the proposed activities.

Please also attach summary reports for any previous Faculty Development Leave. If you took leave before summary reports were required, please attach a one-page summary of the activities and results of your leave.