

## Faculty Development Leave Application Form

Requested by \_\_\_\_\_ Rank \_\_\_\_\_

Department / Area \_\_\_\_\_ College \_\_\_\_\_

Brief statement of the nature of the proposed leave:

1. **Employment at Texas Tech University**

- a. How many academic years have you been employed at TTU? \_\_\_\_\_
- b. Have you served as a member of the faculty for at least two consecutive academic years? \_\_\_\_\_
- c. Have you previously had a faculty development leave at TTU? \_\_\_\_\_  
If yes, when? \_\_\_\_\_ Describe the results of your leave.

2. **Period for which leave and compensation are requested:**

- a. From (date): \_\_\_\_\_ to: \_\_\_\_\_

Note: A one-semester leave will be at full salary, while an academic year leave will be at one-half salary.

3. **Scholarly and Professional Activities** (identify any projects that have facilitated the development of skills related to the proposed leave)

Attach a brief, current vita as related to the project and, if not included in the vita, information about:

- a. Publication and creative activities
- b. Participation in international, national, and regional scholarly professional organizations
- c. Related professional experience (exclude material covered in another section)
- d. Honors, certificates, faculty fellowships, professional licenses, etc.

- e. Research grants and/or leaves received during the past five years and disposition of research conducted with the aid of these grants

4. **Project Information**

Using **no more than five (5) double spaced pages**, describe your project clearly, completely, and as concisely as possible. Your statement should cover the following points:

- a. General Statement of Development Project, Including Objectives (state how you and Texas Tech University will benefit from your activities)
- b. Related Development Work (in the discipline and/or by project personnel)
- c. Brief but Explicit Explanation of Intended Procedures to be Followed (include location of project, facilities to be used, and a schedule, when appropriate)
- d. Project Personnel other than the Applicant (describe responsibilities)
- e. Financial and Budgetary Matters (state origins and amounts of financial resources for the project)

5. **Assurances and Recommendations**

- a. Chairperson's/Coordinator's and Dean's Assurance  
The chairperson/coordinator and dean shall complete the *Faculty Development Rating Form* to be forwarded with this application.

- b. Letters of Recommendation  
Have at least two letters of recommendation, preferably from individuals outside Texas Tech University and not associated with the project, sent to the Office of the Provost/Senior Vice President for Academic Affairs.

6. **Terms of Leave**

The undersigned agrees to return to the employment of Texas Tech University for a period of at least one year following completion of this leave unless mutually agreed otherwise. In accordance with § 51.105 (b), Texas Education Code, the undersigned agrees not to hold employment (during the period of development leave) from any other person, corporation, or government unless the Board of Regents finds that it is in the public interest and that it otherwise meets requirements of law. It is understood that the leave of absence for faculty development will be subject to cancellation for violation of the conditions under which the leave was granted.

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_