



FACULTY DEVELOPMENT LEAVE APPLICATION CHECKLIST

- ✓ Email Academic Resources to request application invite through the FIS Workflow, please include your employee ID.
- ✓ Submit application through FIS Workflow for review. *All reviews, including Chair and Dean, will occur once application is submitted in FIS.*
- ✓ Curriculum Vita in FIS
- ✓ Summary Reports (for previous FDL recipients)