



Step 1: Faculty Application

Created by Academic Resources



Faculty will need to contact Academic Resources to request the link to the Faculty Development Leave Application. After request, the following email will be sent to the faculty member to apply.

[EXT] Invite: Your review materials can now be submitted

 Faculty Information System by Watermark <notifications@watermarkinsights.com>
To: [Redacted]

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 11/16/2022 3:47 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [Redacted]

It's time to submit your review materials for the following:

Process: Faculty Development Leave
Due Date: Monday, September 25, 2023 11:59 PM CST

Hello, Faculty Information System has been informed that you have requested to apply for Faculty Development Leave. Please click on the attached link to be directed to the online application. Please note that all FDL applications must be completed and approved by your department, and returned to Academic Resources Office no later than **September 25, 2023**.

 [SUBMIT REVIEW MATERIALS](#)

Please email any questions to Academic.Resources@UNT.edu. Thank you, FIS Team

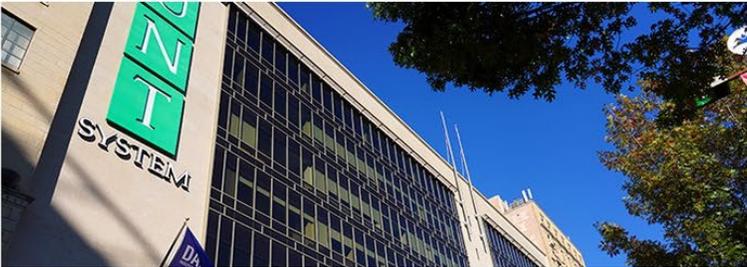
If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/unt/faculty/app/workflow/submissions/5d957b04-3098-47fc-8eb5-4b3de8260eb3/step/b70d8284-eba2-4ec5-a961-d4c5cedab3f7/assignee/2338371?embed=workflow:assignee,workflow:subject,workflow:response&orgId=476&personId=2338371>



Please log in to myhr.unt.edu on Chrome or Firefox (Supported Browsers).

UNT SYSTEM™



Employee Self Service

EUID _____

Password _____

[Sign in](#)

Can't sign in? Clear your [web browser cache](#) or open a [private browsing session](#). Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

[Frequently Asked Questions](#)



Please click on 'Employee Resources' and then 'Digital Measures'.

Employee Self Service

Delegations



Company Directory



Time



Payroll



Last Pay Date 02/01/2023

Personal Details



Talent Profile



Benefit Details



Total Rewards



Fiscal Year 2022

Employee Resources



Employee Offboarding



Duo MultiFactor Authentication



Staff Performance Evaluations



Employee Resources

eForms Guide



Employee Access Request Form



Qualtrics Online Survey Tool



UNT CARE Reporting Form



Employee Assistance Program



Learning



Dining Hall Menus



Concur



Digital Measures



Cypress Reports



From your FIS profile, click on the Workflow tab.

Activities CV Imports Reports **Workflow**

Activities - University of North Texas
[Review a guide](#) to manage your activities.

Search... **SEARCH**

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching
- Teaching Qualifications

Locate the workflow, confirm your name and click on the corresponding link.

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
Faculty Development Leave	Faculty Application	Me	November 17, 2022 @ 11:59 PM



Please fill out the application.

< Faculty Application Step - Due November 17, 2022 @ 11:59 PM

[Faculty Development Leave Policy 06.010](#)

FACULTY DEVELOPMENT LEAVE APPLICATION COVER SHEET

Department: *

College/School: *

Rank: *

Date of Last Faculty Development Leave: *

Year of Initial Faculty Appointment: *

Type of Leave (required):

Grant Class I – Research: *

Grant Class II – Creative: *

Grant Class III – Renewal: *

Leave Period Requested (required):

You must also consider the impact your leave request may have if you are the Principal Investigator for any active sponsored project. Sponsor approval is required for PI disengagement from a Proj ID for more than 3 months. This applies to all sponsors -- federal, state and private. Being away from campus does not necessarily constitute disengagement, as long as the PI continues to activity manage the award on a daily basis.

Fall (100%):

Spring (100%):

Please fill out the application.

If the Leave Period is spread across the fall and spring semesters, your FTE will be reduced to 50% for this time period. This will classify you as a part-time employee according to the Employees Retirement System's (ERS) rules. Part-time employees only receive 50% state contribution for employee health insurance and basic life coverages, and 25% state contribution for dependent health insurance coverage, whereas full-time employees receive 100% and 50%, respectively. Sick Leave accruals will also decrease from 8 hours (100%) to 4 hours (50%) per month.

Fall (50%):



Spring (50%):



Other (%):



Anticipated Replacement Cost (Covered by Department or College) \$:*



If Anticipated Replacement Cost is zero, a brief explanation must be provided:





Note: The Anticipated Cost is what it would cost the department to fill your spot while you're on FDL.

Please fill out the application.

FACULTY DEVELOPMENT LEAVE APPLICATION FORM

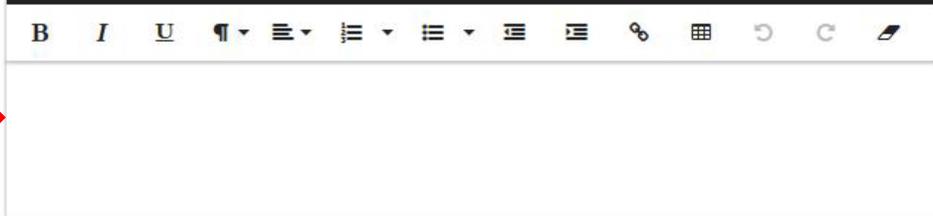
Summary

Proposal Title:



Abstract: Briefly describe 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. (Recommended length of three sentences -150 words or less)

*

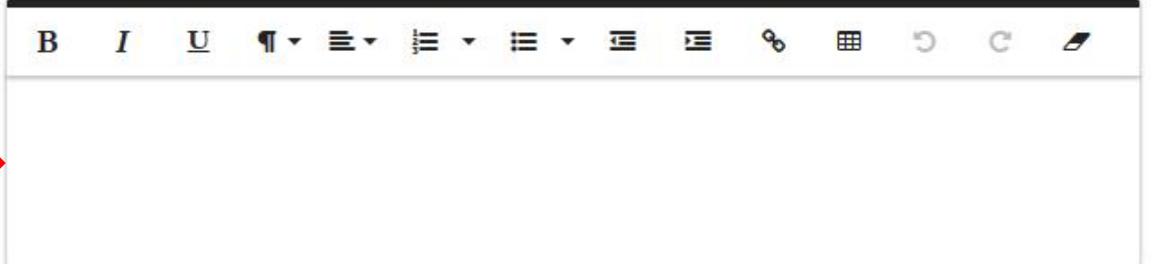


Narrative

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 three primary outcomes anticipated from the leave activities? (Please provide as a bulleted list below - 150 words or less)

*



Please fill out the application.

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)**

*





Please fill out the application.

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

*



A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Paragraph alignment, Text alignment, Bulleted list, Numbered list, Indent, Outdent, Link, Table, Undo, Redo, and a text color tool. A red arrow points to the left side of the text area.

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

*



A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Paragraph alignment, Text alignment, Bulleted list, Numbered list, Indent, Outdent, Link, Table, Undo, Redo, and a text color tool. A red arrow points to the left side of the text area.

Please fill out the application.

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)**




Upload your CV and previous Faculty Leave Summary Report.

CURRICULUM VITA

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.

Curriculum Vita:*

[Drop files here or click to upload](#)

PREVIOUS FACULTY LEAVE SUMMARY REPORTS

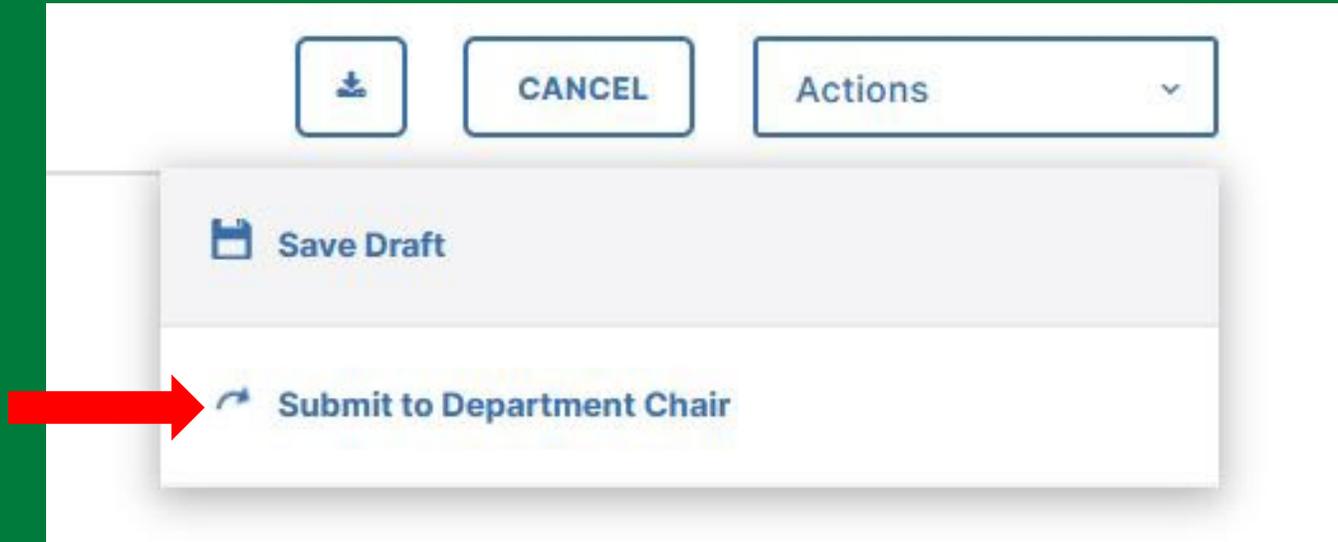
Please also attach summary reports for any previous Faculty Development Leave. If you took leave before summary reports were required, please attach a one-page summary of the activities and results of your leave.

Summary reports

[Drop files here or click to upload](#)

Review and ensure all documents have uploaded successfully and accurately.

At the top right corner, click on 'Actions' and choose 'Submit to Department Chair' to send your submission to the next step.



You will be prompted to confirm submission.

Please click 'Yes' to route the application to next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to Department Chair?

No

Yes





Please contact Academic.Resources@unt.edu if you have any questions.

Academic Resources