

UNIVERSITY OF NORTH TEXAS
Request for Change of Faculty Development Leave

Occasionally, faculty who have been granted Faculty Development leave are faced with changed circumstances that necessitate changing the scheduled leave. Examples of circumstances include but are not limited to illness of self or a family member, unexpected departmental needs, and changes related to the execution of the proposed work (e.g., the availability of a key collaborator changes).

In general, changes of up to a year will be granted provided the Department Chair, Dean and Provost agree. Changes expected to be longer than one year will be considered on a case-by-case basis.

Faculty Member Name: _____

Department: _____

Time Period of Originally Scheduled FDL: _____

Time Period of Proposed New FDL: _____

Reason for Requested Change:

Faculty Member's Signature

Date

Chair's Signature

Date

Dean's Signature

Date

Provost's Signature

Date

Please route form for Department Chair and Dean signatures. Email signed form to Academic.Resources@unt.edu to obtain Provost's approval. Approved forms are returned to the department, college, and faculty member via email.