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

To: [Email Address]

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 [Name],

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:

Please log in to myhr.unt.edu on Chrome or Firefox (Supported Browsers).
Please click on ‘Employee Resources’ and then ‘Digital Measures’.
From your FIS profile, click on the Workflow tab.

### 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

### Teaching
- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching

### Additional Options
- 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

### University of North Texas
- Search...
Locate the workflow, confirm your name and click on the corresponding link.

<table>
<thead>
<tr>
<th>Workflow Tasks</th>
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<tr>
<td>Dates below are displaying in your local timezone (America/Chicago).</td>
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<th>Inbox</th>
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<td>NAME</td>
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<tr>
<td>Faculty Development Leave</td>
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Please fill out the application.
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 resources 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.
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 vitae to your leave application. The committee will accept a summarized curriculum vitae and a reference to where the full curriculum vitae 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.
Please contact Academic.Resources@unt.edu if you have any questions.

Academic Resources