

**FACULTY DEVELOPMENT LEAVE CALENDAR (PPS 8.02)
2016-2017 ACADEMIC YEAR**

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
9/15	Applicants	Chair/Director	Faculty must meet with chair/director to discuss the leave project goals no later than 9/15/16
10/3	Applicants	Chair/Director	Submit an online application via the Faculty Requests portal. The application includes: 1) the text of the development leave proposal, 2) up-to-date curriculum vitae, and 3) a brief abstract (approximately 100 words) listing the specific goals of the leave period. If an applicant has previously received a development leave, he/she must also upload a copy of the most recent FDL report submitted to the Provost. Faculty requesting the supplemental award must complete that portion of the online application and submit it with their FDL application. See PPS 8.02, paragraph 28 for additional information.
10/10	Chair/Director	Dean	Submit recommendations for Faculty Development Leave Requests for Fall 2017 and Spring 2018 via the Faculty Requests portal
10/17	Deans	Faculty Senate	Submit recommendations for Faculty Development Leave Requests for Fall 2017 and Spring 2018 via the Faculty Requests portal
11/1	FDL recipients Spring 2016 or half-time AY 2015-2016	Provost	Final written report of activity while on Faculty Development Leave during the Spring 2016 semester or half- time during the 2015-2016 academic year. The final report consists of the abstract and a summary of accomplishments on specific goals.
11/17	Faculty Senate	Provost	Faculty Senate Ranking Sheet for Fall 2017 and Spring 2018
11/18 - 11/22	Deans	Provost	Review of Fall 2017 and Spring 2018 Faculty Development Leave Applications
12/5	Provost	President	Submit Fall 2017 and Spring 2018 Faculty Development Leave recommendations
1/16*	Provost	Fall 2017 and Spring 2018 FDL Applicants	Notification to Fall 2017 and Spring 2018 Faculty Development Leave applicants of recommended action, pending Board of Regents' approval
1/16	Provost	Supplemental Award Applicants	Notification to applicants for Supplemental Awards for Fall 2017 and Spring 2018 FDL applicants
1/16	FDL recipients Fall 2016	Provost	Final written report of activity while on Faculty Development Leave during the 2016 Fall semester. The final report consists of the abstract and a summary of accomplishments on specific goals.

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
1/16	FDL recipients half-time AY 2016-2017	Provost	Progress report of activity while on half-time Faculty Development Leave during the 2016-2017 academic year. The progress report consists of the abstract and a summary of activities to date to reach specific goals.
2/24*	Provost	Fall 2017 and Spring 2018 FDL Applicants	Formal notification of Board of Regents action on Faculty Development Leave requests for Fall 2017 or Spring 2018
6/15	FDL recipients Spring 2017 or half-time AY 2016-2017	Provost	Final written report of activity while on Faculty Development Leave during the Spring 2017 semester or half-time during the 2016-2017 academic year. The final report consists of the abstract and a summary of accomplishments on specific goals.

*Faculty Development Leave approval and notification dates subject to change pending the Board of Regents' meeting calendar.

Provost and VPAA/Faculty Records 1/17/17