

**FACULTY DEVELOPMENT LEAVE CALENDAR ([AA/PPS 04.02.02](#))  
2021-2022 ACADEMIC YEAR**

<b>DATE DUE</b>	<b>DUE FROM</b>	<b>DUE TO</b>	<b>DESCRIPTION</b>
<b>9/15</b>	Applicants	Chair/Director	Faculty must meet with chair/director to discuss the leave project goals no later than 9/15/21.
<b>10/1</b>	Applicants	Chair/Director	Submit an online application via the <a href="#">Faculty Requests</a> 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, the applicant must also upload a copy of the most recent FDL report submitted to the associate provost. See <a href="#">AA/PPS 04.02.02, Faculty Development Leave</a> , section 04 for additional information. Faculty requesting the supplemental award must complete that portion of the online application and submit it with their FDL application. See <a href="#">AA/PPS 04.02.02, Faculty Development Leave</a> , section 06 for additional information.
<b>10/8</b>	Chair/Director	Dean	Submit recommendations for Faculty Development Leave Requests for Fall 2022 and Spring 2023 via the <a href="#">Faculty Requests</a> portal.
<b>10/15</b>	Deans	Faculty Senate	Submit recommendations for Faculty Development Leave Requests for Fall 2022 and Spring 2023 via the <a href="#">Faculty Requests</a> portal.
<b>11/15</b>	Faculty Senate	Provost	Faculty Senate Ranking Sheet for Fall 2022 and Spring 2023
<b>11/16 - 11/19</b>	Deans	Provost	Review of Fall 2022 and Spring 2023 Faculty Development Leave Applications
<b>12/10</b>	Provost	President	Submit Fall 2022 and Spring 2023 Faculty Development Leave recommendations
<b>1/17*</b>	Provost	Fall 2022 and Spring 2023 FDL Applicants	Notification to Fall 2022 and Spring 2023 Faculty Development Leave applicants of recommended action, pending Board of Regents' approval
<b>1/17</b>	Provost	Supplemental Award Applicants	Notification to applicants for Supplemental Awards for Fall 2022 and Spring 2023 FDL applicants
<b>1/17</b>	FDL recipients Fall 2021	Associate Provost	Final written report of activity while on Faculty Development Leave during the 2021 Fall semester. The final report consists of the abstract, table or bullet points, summary of accomplishments on specific goals, and whether any possible patentable or copyrightable intellectual property was created during leave. See <a href="#">AA/PPS 4.02.02</a> .

<b>DATE DUE</b>	<b>DUE FROM</b>	<b>DUE TO</b>	<b>DESCRIPTION</b>
<b>1/17</b>	FDL recipients half-time AY 2021-2022	Chair/Director and Dean	Progress report of activity while on half-time Faculty Development Leave during the 2021-2022 academic year. The progress report consists of the abstract and a summary of activities to date to reach specific goals.
<b>2/14*</b>	Provost	Fall 2022 and Spring 2023 FDL Applicants	Formal notification of Board of Regents action on Faculty Development Leave requests for Fall 2022 and Spring 2023
<b>6/15</b>	FDL recipients Spring 2022	Associate Provost	Final written report of activity while on Faculty Development Leave during the Spring 2022 semester. The final report consists of the abstract, table or bullet points, summary of accomplishments on specific goals, and whether any possible patentable or copyrightable intellectual property was created during leave. <a href="#">See AA/PPS 4.02.02.</a>
<b>6/15</b>	FDL recipients half-time AY 2021-2022	Associate Provost	Final written report of activity while on half-time Faculty Development Leave during the 2021-2022 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.

Revised 11.5.21