

**FACULTY DEVELOPMENT LEAVE APPLICATION FORM  
UNIVERSITY OF NORTH ALABAMA**

**Application due date:** October 1 of the academic year prior to the academic year of the proposed leave (If that date falls on a weekend, the due date is the following Monday).

Name:                      Department:

Date of Appointment at UNA:

Title/Rank:              Years in Rank:

Years of Full-Time Service at UNA:              Tenured: Yes ☐ No ☐

Date of Last Faculty Development Leave:

**PROPOSED PERIOD OF LEAVE  
(CHECK ONE)**

Full Academic Year ☐              Fall Semester ☐              Spring Semester ☐

**PURPOSE AND OBJECTIVES**

1. Provide a brief summary of the proposed leave. Limit the summary to 50 words or less. Please use the space provided.
  
  2. Provide a current curriculum vita.
  
  3. Provide an application electronically not to exceed ten pages describing the activity and specifying how the leave is expected to lead to the faculty member's professional growth and how the leave will benefit the University of North Alabama and its students.
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- Submit electronically a copy of application with proposal and budget to your Department Chair.

## FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

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Applicant's Signature

Date

**Application is to be sent electronically to Department Chair by October 1.**

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Chairs will attach documentation verifying applicant's eligibility and comments specific to program and curriculum matters only as they pertain to the faculty member's application.

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Department Chair's Signature

Date

**Application is to be sent to College Dean by October 10.**

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Academic Dean will attach documentation with comments specific to program and curriculum matters only as they pertain to the faculty member's academic department.

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College Dean's Signature

Date

**Application is to be sent to Office of the Vice President for Academic Affairs and Provost by November 1, for uploading to a secure UNA server for review by the Faculty Development Leave Committee.**

I, upon the recommendation of the Faculty Development Leave Committee, recommend this application for faculty development leave be approved/disapproved (circle one). Faculty Development Leave Committee Chair will attach documentation supportive of the Committee's decision and forward such documentation to the Vice President for Academic Affairs and Provost.

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Chair, Faculty Development Leave Committee

Date

**Application is to be sent to the Vice President for Academic Affairs and Provost by December 1.**

I approve this application for faculty development leave.

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Vice President for Academic Affairs and Provost

Date

**Decision for actual awarding of development leave will be December 5, and applicant will be notified of decision.**

**Note: The name and address of the chair will be communicated to the faculty during an academic year.**