

**FACULTY DEVELOPMENT LEAVE APPLICATION FORM
TEXAS A&M UNIVERSITY-COMMERCE**

Name: _____

Rank: _____

Department: _____

Years on A&M-Commerce Faculty: _____

Total Years of Full-time College Teaching: _____

Title of Project:

Faculty Development Leaves will be funded for the 2024-2025 academic year (Fall 2024 and/or Spring 2025). Please indicate below the period and pay scale for which you are applying (pending agreement with the Department Head, Dean, and Provost):

_____ Fall 2024 semester at full pay

_____ Spring 2025 semester at full pay

_____ Fall 2024 and Spring 2025 semesters at half-pay

If funded, an acknowledgment that the project was supported by a Texas A&M University-Commerce Faculty Development Leave will be included in all publications, reports, exhibitions, performances, etc. resulting from the leave. A copy of all published material resulting from this research effort will be forwarded to The Office of the Provost and Vice President for Academic Affairs where it will become a part of the faculty member's file.

Complete proposals must include the following:

- Faculty Development Leave Application
- Explanation of Project (abstract, project description, projected timeline, list of bibliographic or background sources)
- Current Vita

Submit ONE COPY of your proposal to The Office of the Provost by 4:45 p.m., December 1st.

If the date falls on weekend, the due date will be the following Monday.

Signatures:

Applicant

Date

Department Head

Date

Dean of College

Date

EXPLANATION OF PROJECT

- A. Provide a project abstract of 200 words or less in a language understood by reviewers outside your discipline.
- B. Provide a 1,000-1500 word description of your project, attaching separate pages if necessary. Your description should include the following elements:
 - 1. A description of the basic idea, problem, or work that will be the focus and ultimate result of your Faculty Development Leave. (This description should also include an explanation of your primary duties while on leave. If you will be working with a co-investigator or research assistant, explain the source of funding for the other person or persons and how duties will be divided. If you need any special supplies or equipment, include an explanation of the availability and/or funding for these materials.)
 - 2. An explanation of how this leave will contribute to your long-range development as a faculty member and to Texas A&M University-Commerce.
 - 3. Identification of your primary audience and an explanation of the contribution your project is likely to make to your field and to scholarship or creativity in general.
 - 4. Evidence of the likelihood of a substantial result from the leave (peer-reviewed publication, creative work, usable product, public attention that can impact public policy, external funding, etc.)
- C. Describe your plan for completing your project during the leave period. Include in your description an explanation of preparation you have already done for your project as well as a schedule, or timeline, for the work to be completed during the leave period.
- D. Provide a list or description of sources or related projects that demonstrates your awareness of the most important studies, creative works, or publications related to your project.

VITA

Include a current vita emphasizing your prior record of scholarly or professional achievement, particularly those completed within the past five years. This record will be a major criterion for awarding a Faculty Development Leave.

NOTE: You may also submit additional supporting materials, such as a copy of a book contract or appropriate references.