

**FACULTY DEVELOPMENT LEAVE CALENDAR [AA/PPS 04.02.02](#)**  
**2023-2024 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 9/15/23.
10/2	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.
10/9	Chair/Director	Dean	Submit recommendations for Faculty Development Leave Requests for Fall 2024 and Spring 2025 via the <a href="#">Faculty Requests</a> portal.
10/16	Deans	Faculty Senate	Submit recommendations for Faculty Development Leave Requests for Fall 2024 and Spring 2025 via the <a href="#">Faculty Requests</a> portal.
11/13	Faculty Senate	Provost	Faculty Senate Ranking Sheet for Fall 2024 and Spring 2025
11/14 - 11/17	Deans	Provost	Review of Fall 2024 and Spring 2025 Faculty Development Leave Applications
12/8	Provost	President	Submit Fall 2024 and Spring 2025 Faculty Development Leave recommendations
1/15*	Provost	Fall 2024 and Spring 2025 FDL Applicants	Notification to Fall 2024 and Spring 2025 Faculty Development Leave applicants of recommended action, pending Board of Regents' approval
1/15*	Provost	Supplemental Award Applicants	Notification to applicants for Supplemental Awards for Fall 2024 and Spring 2025 FDL applicants
1/15	FDL recipients Fall 2023	Associate Provost	For leave taken during Fall 2023 semester, use <a href="#">FDL Final Report Form</a> to report: abstract, anticipated outcomes (found on your FDL application), accomplishment of anticipated outcomes, justifications for outcomes not accomplished, additional outcomes not anticipated and whether patentable or copyrightable property was created. See <a href="#">AA/PPS 4.02.02</a>

DATE DUE	DUE FROM	DUE TO	DESCRIPTION
<b>1/15</b>	FDL recipients full-year AY 2023-2024	Chair/Director and Dean	Progress report of activity while on full-year Faculty Development Leave during the 2023-2024 academic year. The progress report consists of the abstract (found on your FDL application) and a summary of activities to date to reach specific goals.
<b>2/26*</b>	Provost	Fall 2024 and Spring 2025 FDL Applicants	Formal notification of Board of Regents action on Faculty Development Leave requests for Fall 2024 and Spring 2025.
<b>6/17</b>	FDL recipients Spring 2024	Associate Provost	For leave taken during Spring 2024 semester, use <a href="#">FDL Final Report Form</a> to report: abstract, anticipated outcomes (found on your FDL application), accomplishment of anticipated outcomes, justifications for outcomes not accomplished, additional outcomes not anticipated and whether patentable or copyrightable property was created. <a href="#">See AA/PPS 4.02.02</a>
<b>6/17</b>	FDL recipients full-year AY 2023-2024	Associate Provost	For leave taken during the 2023-2024 academic year, use <a href="#">FDL Final Report Form</a> to report: abstract, anticipated outcomes (found on your FDL application), accomplishment of anticipated outcomes, justifications for outcomes not accomplished, additional outcomes not anticipated and whether patentable or copyrightable property was created. <a href="#">See AA/PPS 4.02.02</a>

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

Provost and Executive VPAA/Faculty and Academic Resources

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