**Applicationfor**

**Faculty Service & Development  
*(Non-Unit Faculty)***

**Due date for applications: Wednesday, October 25, 2023**

**Faculty Service & Development Award Leave Introduction**

Faculty Service and Development awards make available to eligible non-unit faculty members a period of time to be devoted to scholarly activities, research, and intellectual refreshment and updating.

**Eligibility Requirements**

Full-time, non-unit faculty members with the minimum rank of assistant professor, or equivalent, with at least six years of full-time service are eligible for faculty service and development if the terms of a contract or grant through which such an employee may be compensated allow for the leave.

Contract and grant employees in this category who wish to apply for faculty service and development awards must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for faculty service and development award.

**Application Process**

Those interested in submitting an application for a Faculty Service & Development award during the **2024-2025** Academic Year must submit a complete application to the Office of the Provost, via their Chair/Supervisor & Dean/Director, no later than 5:00 pm, Wednesday, **October 25, 2023**, for consideration by the Growth and Development Committee. Final application packets, including all required signatures, should be forwarded to [academicaffairs@uwf.edu](mailto:academicaffairs@uwf.edu) by the application deadline.

Each application must include the following information using the forms provided below:

1. A completed cover sheet/application form to record concisely the applicant’s name, rank, college, department, date of previous faculty service & development leave and/or initial appointment. The form must be signed by the applicant, department chair/director/supervisor (if applicable), and college dean.
2. Narrative not to exceed four double-spaced, typed pages in which are described the following:
   * Provide details and a list of the proposed program(s) and activities to be performed while on Faculty Service & Development leave;
   * Expected increase in value of the faculty member to the University and the faculty member’s academic discipline;
   * Specific results, and timeline, anticipated from the leave.

**Length of Award/Salary Benefits**

Faculty Service & Development leave may be granted for either:

* Two semesters at half pay (i.e., one academic year)
* One semester at full pay

**Faculty Service & Development Leave Reporting**

The faculty member must provide a concise written report\* of the faculty member’s accomplishments during the faculty service and development leave to the Provost upon return to the University. This report should include information regarding the activities, the results accomplished during the leave as they affect the faculty member, and the research or other scholarly work produced or expected to be produced as a result of the Faculty Service & Development Leave.

*\* A Faculty Service & Development reporting template will be provided.*

**Application for**

**Faculty Service & Development  
Academic Year** **2024-2025**

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| --- | --- |
| **Name:** |  |
|  |  |
| **Rank:** |  |
|  |  |
| **College/Unit:** |  |
|  |  |
| **Department:** |  |
|  |  |
| **Date of Faculty Appointment:** |  |

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| --- |
| **Select which Faculty Service & Development semester(s) you are applying for:**  Two Semesters at 1/2 Salary: ☐ Fall 2024 and Spring 2025  One Semester at Full Salary: ☐ Fall 2024 ☐ Spring 2025 |

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| --- |
| **Dates of all previously awarded Faculty Service & Development leave:** |
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**Applicant Signature:**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair or Supervisor Acknowledgment:**

Chair/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean or Director Acknowledgment:**

Dean/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Service & Development  
Application Narrative**

*The application narrative should not exceed 4 double-spaced, typed pages.*

**A. Description of proposed programs and activities.**

*Please provide a list of each proposed program and/or activity with details for each.*

**B. Description of increase in benefit and value to the faculty member’s academic discipline.**

**C. Description of increase in benefit and value to the university.**

**D. Description of anticipated results of proposed activities.**

*For each item listed above (program/activity), what are the specific results you anticipate? What is your timeline for each one?*