



Faculty Development Leave Application

Academic Year 2025–2026

Faculty Name: _____

College: _____ Component: _____

Title/Rank: _____

Date of Initial Appointment: _____ Date Tenured: _____

Leave Requested for: FA '25 SP '26 AY 25-26

Type of Leave: Research Creative Renewal

Date of Last Faculty Development Leave: _____

Additional Source of Financial Support for this Faculty Development Leave: Yes No

If Yes: Source: _____ Amount: _____

Complete the Abstract and Project Description/Justification. The justification must specify how the leave will result in the faculty member's professional growth; address departmental, college, or university strategic goals; and increase the faculty member's knowledge in his/her discipline. This statement must also specify the anticipated product of the leave and how the faculty member will share the product with the university community.

Proposal Title: _____

Abstract: Write an abstract (250 words or less) that briefly describes to a reader outside of your discipline the proposed leave activity.

Project Narrative

Proposal Title: _____

Provide a 1500-2000 word description of your project. Number each aspect to match the questions below.

1. **Description:** What activities will take place during the leave, including information on location, methods, collaborators, equipment needs, etc.? Include description of any resources being provided by other sources. Address why this leave is necessary to accomplish the above.
2. **Plan:** What is your timeline for the project? What preparation have you already begun?
3. **Professional Growth:** How will the project contribute to your professional growth as a faculty member?
4. **Institutional Development:** How will the project contribute to the strategic plan of the department, school, college, and/or university?
5. **Objectives:** What are the primary outcomes anticipated? What product (e.g., manuscript, book, performance, exhibition, software, etc.) will emerge from the leave?
6. **Audience:** Who is the primary audience for which this project is intended? How will this project contribute to your field or a wider public?
7. **TWU Outcome:** How will you share the product of your Faculty Development Leave with the TWU community (e.g., oral presentation)?