**Faculty Improvement Leave:**

**Content and Guidelines**

 **Application Deadline: First Monday in October**

Applicants for Faculty Improvement Leaves shall submit the following materials:

1. Completed Faculty Improvement Leave Application Background Information Form.
2. A proposal narrative, limited to 1,000 words, addressing the areas outlined on the Faculty Improvement Leave Narrative Template.
3. A current curriculum vitae.
4. If the Applicant desires: A letter (or other evidence), limited to 250 words, from a colleague or Chair/Director (and uploaded by the applicant) that speaks to the professional development merits to be derived from the activities completed during the FIL.

Completed Faculty Improvement Leave applications must be submitted electronically in Faculty 180, as one scanned document (pdf) named “20XX-20XX FIL Application – Your Name”

Questions related to the Faculty Improvement Leave application and process may be directed to:

Kim Caris

kcaris@bgsu.edu

**Faculty Improvement Leave**

 **Application Background Information**

**Application Deadline: First Monday in October**

Name: Click here to enter text. Rank: Click here to enter text.

Department/School: Click here to enter text.

I am requesting a Faculty Improvement Leave (FIL) for the following period (check one):

 [ ]  Fall 2024 [ ]  Spring 2025 [ ]  Summer 2025\* [ ]  Academic Year 2024-2025

 \*Summer FIL only available to 12-month faculty

My Faculty Improvement Leave proposal is for (check box that applies):

[ ] Scholarly/Creative Purposes [ ] Professional Development Purposes [ ] Both

Will the availability of external support affect your Faculty Improvement Leave plans (check one)?

[ ] Yes [ ] No [ ] Don’t Know

Please specify the nature and amount of external support, and current status of arrangements for this support (if applicable). Please attach documentation.

I have included my current curriculum vitae (check box) [ ]

I have reviewed CBA Article 22 and agree to return to BGSU for a period of at least one academic year of service after completing an approved FIL or reimburse the University for all salary and benefits paid during that leave (Section 4.2) (check box) [ ]

**Faculty Improvement Leave Narrative Template**

FIL Applicant: Click here to enter text.

Please use the headings supplied below for the narrative section of your FIL application. These criteria will be used at all levels of review (academic unit, Chair/Director, and Dean) to evaluate the merits of your proposal in a consistent and fair manner (CBA Article 22, Section 5.1.2).

1. **Project Description (Approximately 400 – 600 words).** *Please offer a precise and clear description of the activities planned while on leave; indicate the project outcomes, procedures and timetable that shall be followed and the prior arrangements that have been made.*

Click here to enter text.

1. **Benefits to Faculty Member: Near- and/or Long-Term (Approximately 100-200 words).** *Give a detailed explanation of how the planned activities will enhance your professional capabilities and career trajectory in teaching/librarian effectiveness, scholarly/creative activity, and/or service in alignment with assigned duties/allocation of effort/workload.*

Click here to enter text.

1. **Benefits to University: Near- and/or Long Term (Approximately 100-200 words).** *Explain how the outcomes of your FIL will strengthen your academic program in alignment with one or more of the University’s strategic objectives, e.g., Driving* Public Good Through Redefining Student Success; Creating Public Good Through Research, Creative Activities, Partnerships and Engagement, Powering Public Good Through Our People and Community, Supporting Public Good Through Efficient and Effective Processes, Structures and Technologies. (Additional information may be found [at Forward. Our Shared Plan to Create Public Good.](https://www.bgsu.edu/forward.html))

 Click here to enter text.

1. **Reporting Plan (Approximately 50-100 words)**

*Provide a specific plan for the format and content of a report to be submitted to the President upon completion of your FIL.*

Click here to enter text.