

PROFESSIONAL DEVELOPMENT LEAVE APPLICATION CHECKLIST

Applicant's Name

- _____ 1. Signed application cover page
- _____ 2. Detailed description of leave
- _____ 3. Abbreviated CV (4-6 pages)
- _____ 4. Electronic copy of Items 1, 2 & 3
- _____ 5. If leave is to be conducted at external organization, letter of support and details from that organization
- _____ 6. Letter of support from Department Chair/Supervisor
- _____ 7. Letter of support from Dean/Vice President
- _____ 8. Report on previous leave, if applicable, on file with the Provost's office