

Faculty Development Leave 2026-2027 Submission Proposal

Complete and sign this form electronically and submit along with your application packet to your academic unit dean/director. ***Dean/Director must sign this form and provide a letter of support to complete the application packet.***

Name: _____ Rank: _____

College/School & Department: _____

Email Address: _____ University Ext: _____ Cell Phone: _____

City and County Location(s) during FDL if approved: _____

Period for which leave and compensation are requested:

Fall 2026

Spring 2027

Fall 2026 & Spring 2027 (half pay and benefits)

I have applied for Institutional Research Board approval (check one):

Yes

No

Not applicable

I have applied for Animal Care and Use Committee approval (check one):

Yes

No

Not applicable

My domestic FDL request involves (1) a non-U.S. person or (2) a non-U.S. citizen within the United States:

Yes

Unsure

No, but if this changes I will contact Export Control Office

My FDL request involves transmitting/sharing information outside of the United States:

Yes

Unsure

No, but if this changes I will contact ECO

My FDL request involves using or sending TAMU-CC property or technology outside U.S.:

Yes

Unsure

No, but if this changes I will contact ECO

My FDL request involves travel outside of the United States:

Yes

No, if changes I will contact ECO

I have attached all required materials per section 3.2 of university procedure [12.99.01.C1.01 Faculty Development Leave](#) (check one):

Yes

No

Not applicable

On my leave, I plan to spend 60 or more consecutive days in a country outside of the United States. I understand that if awarded this leave, I will be responsible to pay the required costs for external legal review of that leave, estimated to be \$2,000-\$10,000 depending on the country location(s).

Yes

No

Not applicable

Statement of Commitment: I intend to continue service in my profession and at TAMU-CC for at least two full semesters following leave. Within 60 days of the end of my leave period, I agree to submit a 2-3 page report to the Provost, my college dean/school director, and department chair detailing the purpose for which the leave was given, activities and accomplishments during the leave which fulfilled the stated purpose, impact and benefits, and future accomplishments likely to result from the leave. I also agree to conduct a faculty presentation about my leave experiences during the first long semester after my return. I understand A&M System and TAMU-CC policies, rules, procedures, and regulations still apply during the leave period.

Faculty Signature: _____ Date: _____

Dean/Director signature: _____ Date: _____

CFE use only

CFE Recommendation:

☐

Approved

☐

Disapproved

Committee Chair Signature: _____

Date: _____

Provost Recommendation:

☐

Approved

☐

Disapproved

Provost Signature: _____

Date: _____