

Faculty Development Leave 2025-2026 Submission Proposal

Complete and sign this form electronically. Please attach this form as the first page of your complete application packet and submit as one pdf file to your college dean/school director. ***College dean/school director must sign this form and also provide a letter of support to complete application packet. Complete packets should be submitted to: lorena.newsome@tamucc.edu.***

Name: _____ Rank: _____

College/School & Dept. name: _____

Email Address: _____

University Ext: _____ Cell Phone: _____

Period for which leave and compensation are requested:

- Fall 2025 Spring 2026 Fall 2025 & Spring 2026 (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

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

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.

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 _____