

## Faculty Improvement Leave (FIL) – Overview of the Process

### FIL Deadlines – per the [Evergreen Calendar](#)

- Candidate Submits Application via Faculty 180 – First Monday of October
- Department/School Recommendation to Chair/Director – October 15
- Chair/Director Recommendation to Dean – November 1
- Dean Recommendation to Provost – December 15
- Provost Notification to Candidate and Deans – January 31
- Candidate Submits Signed FIL Agreement – February 15
- Any Deadline that falls on a weekend or university holiday will be moved to the next business day.

### Overview of the FIL Process

- Applications and review forms must be uploaded into Faculty 180. An FIL Application Materials section has been added to the Activities section of Faculty 180.
- Submit FIL application materials as one PDF document that includes: (1) the FIL application background information form, (2) a proposal narrative, (3) a current curriculum vitae, and (4) if the applicant desires, a letter (or other evidence) from a colleague or Chair/Director (and uploaded by the applicant) that speaks to the professional development merits to be derived from the FIL activities.
- Academic units may provide an independent review of FIL applications. This review is submitted via Faculty 180, utilizing the review form and the evaluative feedback form for each application. The decision to submit a review should be made by the unit in September; contact an Associate Dean for more information.
  - Use the review form to evaluate and score each proposal. This form may be used by individuals or unit committees. A combined unit review form should be uploaded into Faculty 180 by the unit committee chair.
  - Use the evaluative comment form to provide feedback to the applicant and the Provost. A unit evaluative comment form should be uploaded into Faculty 180 by the unit committee chair.
- Chairs/Directors will provide an independent review of FIL applications and submit, via Faculty 180, a review form, and an evaluation feedback form for each application.
  - Use the review form to evaluate and score each proposal. This form is uploaded to Faculty 180.
  - Use the evaluative comment form to provide feedback to the applicant and the Provost. Upload the form to Faculty 180.
- Deans will provide an independent review of FIL applications and submit, via Faculty 180, a review form, and an evaluation feedback form for each application.
  - Use the review form to evaluate and score each proposal. This form is uploaded to Faculty 180.
  - Use the evaluative comment form to provide feedback to the applicant and the Provost. Upload the form to Faculty 180.
- The Provost will consider all recommendations/advice received when making the final decision on the approval of FIL applications.