2018-2019 Faculty Improvement Leave: 
Content and Guidelines

Application Deadline: Monday, October 2, 2017

Applicants for a 2018-2019 Faculty Improvement Leaves shall submit the following materials:

1. [2018-2019 Faculty Improvement Leave Application Form](#) 
2. A proposal narrative, **limited to 1000 words**, addressing the following areas:
   a. Precise and specific description of the activities planned while on leave: indicating the procedures and time-table that will be followed and the prior arrangements that have been made;
   b. Detailed explanation of how these activities will either enhance the faculty member’s professional capabilities in teaching, research, creative activity, or service or strengthen the academic program of the University; and
   c. A specific plan for the format and content of a report to be submitted to the President upon completion of the leave;

3. A current curriculum vitae;
4. A brief statement from Chair/Director indicating her/his knowledge of the application;
5. If desired, a letter, **limited to 250 words**, from a colleague or Chair/Director (or other evidence) which speaks to the professional development merits to be derived from the activities completed during the leave.

Completed Faculty Improvement Leave applications shall be submitted electronically, as one scanned document (pdf) attached to an e-mail to pbucksk@bgsu.edu. The subject line of your e-mail should read: “2018-2019 FIL Application – [your name here]”

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

Peg Bucksky
Office of the Provost
419-372-5312
[pbucksk@bgsu.edu](mailto:pbucksk@bgsu.edu)