

Note: Please be sure to include this checklist in the L form in the order listed below. Mark boxes (X) where necessary documents are included. **No** staples or paper clips within the packet. Please include copy (this can be stapled together) with original. **Please remember that each item must be included separately in the order listed.**

NAME: _____

FORM L CHECKLIST (To be used by Faculty applying for the Special Associate Professor leave)	Required
Form L	
Applicant's Statement of Leave History at Notre Dame	
Applicant's Statement of Leave Project (2-3 pages)	
Report on most recent Leave	
Dean's Letter (to be included by Dean's office)	
Letter from Chairperson	
Detailed Statement of External funding for Leave (if applicable)	
Applicant's updated CV	
TCEs (Requested from Provost's office)	

Please note: For further information see section on **Policy for Associate Professors Special Leave** in the *Orientation Guide for Chairpersons*