

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 remember that each item must be included separately in the order listed. Scanned versions of the items listed below, with exception of the checklist, must be put in the Filemaker Pro document library. Also, it is not necessary to include a copy of the Form L documents with the original packet.

NAME: _____

FORM L CHECKLIST (To be used by Faculty applying for a regular 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 (Must be included)	
Applicant's updated CV	
Visiting Faculty Documentation form (to be included when faculty will receive full or partial salary from a host institution during the leave period)	

Revised 10/07/10