

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. Each item must be included separately in the order listed. Scanned versions of the items listed below, with the 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 with contractual or administrative leave)	Required
Form L	
Applicant's Statement of Leave History at Notre Dame	
Applicant's Statement of Leave Project (2-3 pages; must be included even if leave is administrative or contractual)	
Report on most recent Leave	
Dean's Letter (to be included by Dean's office)	
Letter from Chairperson	
Copy of offer letter stipulating contractual terms of leave	
Applicant's updated CV	

Revised 10/07/10