Leave Checklist

DIRECTIONS: Please mark boxes (x) where necessary documents are included.

- Only one paperclip for the entire leave request
- Each item must be included separately *in the order listed*.
- For REGULAR LEAVE: Points 1, 2, 3 and 4 are required and can be on one continuous page, please note each section with the appropriate header.
- For CONTRACTUAL or ADMINISTRATIVE LEAVE: Points 1, 2, and 3 are required and can be on one continuous page, please note each section with the appropriate header.

Scanned versions of the items listed below, with the exception of the checklist, must be put in the Filemaker Pro document library.

NAME: _____

Leave Checklist	**Regular**	**Contractual or Administrative**
Form L front signed by the Faculty Member and Department Chair		
Dean's Letter (to be included by Dean's office)		
Letter from Chairperson to Dean		
Copy of letter stipulating contractual terms of leave		
1. Applicant's Statement of Leave History at Notre Dame		
2. Applicant's Statement of Leave Project (2-3 pages)		
3. Report on most recent Leave		
4. Detailed Statement of External funding for Leave **(Required for Regular leave/when applicable for Contractual Leave)**		
Applicant's Updated CV		
Outbound Visiting Faculty Agreement (available on the Provosts website http://provost.nd.edu/ , to be included when faculty will receive full or partial salary from a host institution during the leave period)		