



The Agriculture Program
THE TEXAS A&M UNIVERSITY SYSTEM

APPLICATION FOR FACULTY DEVELOPMENT LEAVE PROGRAM

INSTRUCTION SHEET/CHECKLIST

FIVE COPIES OF THE MATERIALS LISTED BELOW ARE TO BE SUBMITTED DURING APRIL AND MAY PRECEDING YEAR OF ANTICIPATED LEAVE.

Item	Applicant Check List
1. Completed application form	_____
2. Updated Vita/Resume containing the following information:	_____
a. Educational background from baccalaureate through post-doctoral degrees with institution attended, dates, and degree conferred,	_____
b. Publications with full citations,	_____
c. Membership in professional societies,	_____
d. Honors and Awards,	_____
e. Professional work experience,	_____
f. List of teaching/research/administrative responsibilities of present position.	_____
3. Completed evaluation form from applicant's unit head.	_____