



## CAS Addendum to FFL Consideration

### EVALUATION PROCESS

The college will maintain several examples of previously successful FFL proposals for examination. This may be especially helpful for first time applicants. By signing the cover sheet, the department chair acknowledges that s/he has read the FFL and deemed it meritorious. If more than one FFL proposal is submitted by a department, the chair must include a cover letter ranking the proposals. Assuming all proposals are meritorious, priority (in most cases) should be given to first-time applicants, with second- or third-time applicants following in order, respectively.

The college will make every effort to distribute at least one FFL to each department, assuming the proposal is meritorious. In those situations where insufficient allocations have been made to the college, the chair's ranking will influence the final distribution. The college will always strive to maximize FFL recommendations in any given year based upon allocations provided. College recommendations will be submitted to the Provost for determination of final allocation.