

**REQUEST FOR SCHOLARLY LEAVE
COLLEGE OF HUMANITIES AND SCIENCES**

PART A (To be completed by Faculty Member)

Name: _____

Rank: _____

Department/School: _____

Type of Request: Study-Research Leave Educational Leave

Full Pay, One Semester No Pay, One Semester Half/Partial Pay, One Semester

Half/Partial Pay, Academic Year No Pay, Academic Year

Term and last Study-Research/Educational Leave: _____

Requested Leave Period:

August 16, 20____ to December 31, 20____ (Fall Semester)

January 1, 20____ to May 15, 20____ (Spring Semester)

August 16, 20____ to May 15, 20____ (Academic Year)

Other (Please Specify): _____

Title or Subject of Proposed Leave Activities:

Abstract of proposed work: _____

Attach a narrative which details the proposed leave activity (including location), the nature of the project (methodology, scholarly context, anticipated significance), and the relevance of the proposed activity to faculty member, Department/School, and University. Please also provide a current cv.

PART B (To be completed by Chair/Director)

Endorsed If approved, the proposed fiscally responsible plan to provide coverage of faculty member's responsibilities while on leave is: _____

Not Endorsed (Provide a brief explanation of why request was not supported) _____

Signature of Chair/Director

Date