

VCU Memo

Virginia Commonwealth University

Monroe Park Campus

College of Humanities
and Sciences
Office of the Dean

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Request for Faculty Leave

Date:

Type of Leave Requested:

- Educational
- Study/Research (tenured faculty only)
- Sloan Pre-Tenure

I, _____ request leave for _____ semester, academic year _____.

I request that I receive (full) (half) (other--explanation required) payment during this time period. I understand that I will be asked to sign a promissory note regarding employment for a specified period of time, and that I am bound by the terms and conditions outlined in the Faculty Handbook and all other applicable university and state policies.

Plans while on leave:

Anticipated product from leave:

If the terms of this leave as articulated here are acceptable to you, initial below.
Please return the original to _____, the Chair/Director of my department.

_____ Department Chair/Director	recommends	does not recommend
_____ Dean, The College of Humanities and Sciences	recommends	does not recommend
_____ Provost	approve	deny

CC: Chair/Director
Steven Sullivan
Anne Stratton