

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.

<input type="checkbox"/> Department chair/director	recommends	does not recommend
<input type="checkbox"/> Dean, College of Humanities and Sciences	recommends	does not recommend
<input type="checkbox"/> Provost	approve	deny

CC: Chair/director
Steven Sullivan
Anne Stratton