

Request for Scholarly Leave

Part A (to be completed by the 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 or educational leave: _____

Requested leave period:

Aug. 16, 20_____ to Dec. 31, 20_____ (fall semester)

Jan. 1, 20_____ to May 15, 20_____ (spring semester)

Aug. 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 that 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

Date