

Send completed application to Terry Bruner, Academic Affairs, 305 Harrison Hall

LEAVE OF ABSENCE REQUEST APPLICATION 2010-2011
(Sabbatical, Pre-tenure, and Special Leaves) All Applications are due: September 30, 2009

Name _____ E-Mail _____
Campus Address _____ Phone _____ Date Submitted _____
Primary Academic Affiliation (CLA department, CLA interdisciplinary program, School of Music, faculty librarian)

1. Type of Leave Requested:

- Sabbatical Leave
- Pre-tenure Leave

Special Leaves:

- Pre-Retirement Leave
- Faculty-in-Residence Leave
- Unpaid Leave
- Academic Leave

2. Leave of Absence Requested for:

- Fall 2010 – If this is a sabbatical, the 4th course will be taken in _____
- Spring 2011 – If this is a sabbatical, the 4th course will be taken in _____
- Academic Year 2010-11

3. Application Checklist (attach the necessary materials to this application form)

- Title of project: _____
- Location of project: _____ .If applicable, please indicate the amount of time (in months) you will spend away from your primary residence _____.
- Describe the project, including objectives and procedures, as well as considering the relevant criteria specified in the Faculty Development Handbook on projects for leaves. You should also provide a brief description of your qualifications for this project and how it fits into the context of your professional development. **This description should be a maximum of 5 pages – double-spaced.** You may attach appropriate supporting documents as appendices as needed.
- Provide a one sentence description of the project (for the Faculty Development web site).
- Is this project ethics-related? Yes _____ No _____ If you've answered yes, please attach a paragraph-long explanation which includes an indication of how your project addresses normative or descriptive issues in ethics.
- Provide a timeline for completing the project when applicable.
- Describe the final product you will be submitting to FDC the following semester you return from your leave (October 15 for year long and spring leaves and March 15 for fall leaves) (examples of some products: annotated bibliography, paper, notes, narrative, syllabus, teaching assignments, tests, and materials, etc.).
- Supply documentation from agencies or institutions supporting your work. While these materials are due with your application, the committee realizes that at times a delay in submitting some supporting materials is unavoidable. In these instances, an extension may be given but **all** materials must be in no later than the **first Thursday in February** for an academic year, fall or spring semester leave.
- List all FDC awards (including Faculty Career Enhancement Grants from the Mellon Grant) you currently hold for which you have not submitted a report and give the current status of the project. If you are requesting funding for multiple projects, you should include a statement explaining the relationship between the projects.
- Are you using human or animal subjects in the research? Yes _____ No _____ If so, have you received IACUC or IRB approval? Yes _____ No _____

CONSULT THE FACULTY DEVELOPMENT HANDBOOK FOR SPECIFIC INFORMATION ABOUT LEAVES OF ABSENCE AND OTHER FUNDING AVAILABLE THROUGH FACULTY DEVELOPMENT.