**Faculty member**:

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of the proposed leave of absence**: \_\_\_\_\_

**Attachments**:

□ Dean’s recommendation

□ Department chair’s recommendation

□ Faculty member’s request

□ Faculty member’s curriculum vitae

**From the Faculty Handbook – II. LEAVES OF ABSENCE**

**B. Other Leaves of Absence**

 1. Leaves other than sabbatical leaves may be granted for various purposes,

 such as a visiting professorship at another institution or service in a

 governmental or other agency. Normally, such a leave shall be granted for

 no longer than one year and shall carry no salary contribution from the

 University. The decision to grant such a leave involves primarily the

 question of whether the faculty member can be spared from his or her

 regular duties. Application shall be made to the department chair, who

 shall forward it to the dean for further action by the President or his

 designee.

**Notes**:

**For provost’s office use**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Provost Approval Date

Notification to Dean :

 Date

Entered, faculty record: \_\_\_\_\_\_\_\_\_\_\_

 Date