

FOR ACADEMIC YEAR \_\_\_\_\_

**APPLICATION FOR LEAVE OF ABSENCE**  
*Part Two: Teaching Unit Recommendation*

Name \_\_\_\_\_

School/College and Teaching Unit \_\_\_\_\_

<i>(Check)</i>	Fall Semester	Spring Semester	Academic Year	Calendar Year
<i>(Check)</i>	Sabbatical Leave	Leave without Pay	Research Leave	
	IPA Appointment*			

1. List the courses taught by the faculty member in the *current* academic year:

**FALL**

**SPRING**

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2. Describe how teaching, research, service, and advising responsibilities will be covered during the leave period:

3. Detail any request for additional resources (adjunct or full-time replacement, space, equipment, etc.). To the extent possible, indicate the amount requested.

4. Attach an evaluation of the proposal by the Rank and Tenure Committee and teaching unit head. Comment on issues such as the quality and feasibility of the proposal, the credentials of the faculty member for undertaking the program, the potential impact of the leave on the professional development of the faculty member, and an analysis of the contribution to the unit and the university.

Teaching Unit Head Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit Leave Application Parts One and Two and attachments to the academic unit dean through procedures established by the academic unit.**

*\* IPA appointments must also be processed through the Office of Sponsored Programs*