

FOR ACADEMIC YEAR _____

APPLICATION FOR LEAVE OF ABSENCE
Part One: Faculty Member's Request

Name _____ School/College _____

Teaching Unit _____

(Check) Fall Semester Spring Semester Academic Year Calendar Year

(Check) Sabbatical Leave Leave without Pay Research Leave
IPA Appointment*

- Detailed description of the intended professional program and the significance of the research or activity to the faculty member's overall professional development, including:
 - 1) the overall contribution of leave activities to the university
 - 2) if a major focus of the sabbatical is a program of study, a description of the significance of the project to the mission of the teaching unit
 - 3) if a sabbatical or research leave, a description of the specific anticipated outcomes (e.g. publication, research grant proposal, performance)
 - 4) other funding sources, if additional money is being requested externally
- Final report from most recent leave
- A statement indicating sources and activities from faculty members intending to engage in remunerative employment or consulting while on leave (this includes teaching at another institution)
- Any amendment(s) to the proposed leave activities. Such amendments require prior written approval from the dean of academic affairs.
- Most recent annual report

By signing below, I certify that I will return to the University for at least one academic year following my leave. If I do not return, I will reimburse the University for all payments made to me or for my benefit during my leave period.

Signature _____ Date _____

Submit application and attachments to the teaching unit head through procedures established by the school/college.

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