

2025-2026

Leave Application/Deferral Form

Submit ALL of the following items to Linda Butler Livesay by January 31, 2025.

1. Leave Application/Deferral Form
2. Leave Proposal describing the value and impact of leave plans.
3. Letter of Support from applicant's department/program chair/director.
 - If the applicant is the department/program chair/director, this requirement is waived.
4. Copies of all external funding applications.

I. Applicant Information.....

Name: _____ Department: _____ Chair: _____

II. My Next Leave Type.....

- | | |
|---|---|
| <input type="checkbox"/> Junior Faculty Research Leave (Tenure Track) | <input type="checkbox"/> Sabbatical (Tenured Faculty) |
| <input type="checkbox"/> Professional Development Leave (CNTT & PE) | <input type="checkbox"/> Research Leave* |

*The Research Leave requires **Provostial** approval. Please consult the Faculty Handbook Section 13.2.

III. My Leave Schedule.....

I wish to take my Leave (select):

- | | |
|--|--|
| <input type="checkbox"/> One-semester Leave in Fall 2025 | <input type="checkbox"/> Two-semester Leave in Academic Year 2025-2026 |
| <input type="checkbox"/> One-semester Leave in Spring 2026 | <input type="checkbox"/> Two-semester Leave in Calendar 2026 |

I wish to defer my Leave until: _____

IV. Leave Funding.....

Faculty members must seek outside funding opportunities that include either academic-year salary support and/or indirect costs to the College during a leave (Faculty Handbook 13.4.1.).

- | | |
|--|---|
| <input type="checkbox"/> Yes, I have applied for or intend to apply for outside funding. | <input type="checkbox"/> Outside funding documentation is attached. |
|--|---|

Agency/Foundation _____

Amount Requested: _____

Funding Application Due/Submitted Date _____

Funding Notification/Awarded Date _____

- Application includes salary offset/indirect costs

Agency/Foundation _____

Amount Requested: _____

Funding Application Due/Submitted Date _____

Funding Notification/Awarded Date _____

- Application includes salary offset/indirect costs

Agency/Foundation _____

Amount Requested: _____

Funding Application Due/Submitted Date _____

Funding Notification/Awarded Date _____

- Application includes salary offset/indirect costs

Signature

Date

The Professional Leave Program is a major element of the College's effort to support faculty research and is designed to free faculty members from teaching, advising, and College service in order that they may pursue scholarly and pedagogical goals more intensively than is possible while fulfilling their usual obligations to the College. This program reflects a strong institutional commitment to faculty scholarship and to the relationship between research and teaching, a relationship in which scholarship and teaching inform and enhance each other. The College expects faculty members to contribute to the support of the Program by making timely and substantial efforts to obtain significant outside funding to support both the research and salary.