2027-2028

Leave Application/Deferral Form

Submit ALL of the following items to Linda Butler Livesay by January 31, 2027.

1. Leave Application/Deferral Form
2. Leave Proposal describing the value and impact of leave plans.
3. Copies of all external funding application documents submitted and received outcomes.
4. Previous Leave Report (if applicable)

I. Applicant Information……

Name: _____Department: _____Chair: _____

II. My Next Leave Type……

☐ Junior Faculty Research Leave (Tenure Track)
☐ Professional Development Leave (CNTT & PE)
☐ Sabbatical (Tenured Faculty)
☐ Research Leave*

** The Research Leave requires **Provostial** approval. Please consult the Faculty Handbook Section 13.2.*
We would like keep leaves on schedule. Off schedule leaves are only considered for extraordinary opportunities.

III. My Leave Schedule……

I wish to take my Leave (select):

☐ One-semester Leave in Fall 2027
☐ One-semester Leave in Spring 2028
☐ Two-semester Leave in Academic Year 2027-2028
☐ Two-semester Leave in Calendar 2028

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.).

☐ Yes, I have applied for or intend to apply for outside funding. ☐ Outside funding documentation is attached.

Agency/Foundation _____
Amount Requested: _____
Funding Application Due/Submitted Date _____
Funding Notification/Awarded Date _____
☐ Application includes salary offset/indirect costs

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_____ _____
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.