

INSTRUCTIONS FOR LEAVE REQUEST

A. Sabbatical and other leaves with salary

Requests for sabbatical and other leaves with salary will be reviewed in accordance with the *Policies of the Board of Trustees* and the approved campus personnel policy statement.

1. *Applicant*

Attach a statement discussing the following points:

- a) the purpose and the objectives of the leave and how these will be met
- b) the preplanning involved in the proposed project
- c) the benefits to you, the department and the College if the leave is granted
- d) fellowships, grants-in-aid, or earned income you expect to receive during the period of leave
- e) the names of outside sources from whom you have tried to obtain funding for the project
- f) how the work of your leave will be evaluated in terms of the objectives listed

2. *Department Chair*

Attach a statement discussing the following points:

- a) an appraisal of the purpose, objectives and benefits of the leave as given by the applicant
- b) the manner in which the duties of the applicant will be covered should the leave be granted
- c) an appraisal of the evaluation process proposed
- d) your recommendation

B. Leave without salary

1. *Applicant*

Attach a statement giving the following information:

- a) the purpose and the objectives of the leave and any benefits to you, the department and the College should the leave be granted

2. *Department Chair*

Attach a statement discussing the following:

- a) an appraisal of the purpose, objectives and benefits of the leave granted by the applicant
- b) the manner in which the duties of the applicant will be covered should the leave be granted
- c) your recommendation

Part B:

10. *Action of the Personnel Committee of the Department or School* (include evidence of teaching ability, scholarly competence, relations with students, service to colleagues, research activity, other University service, etc.) Attach additional pages if necessary. With respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.

Signature of Personnel Committee Chair

Date

11. *Recommendation of Department Chair*. With respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.

Signature of Department Chair

Date

12. *Recommendation of Dean.* With respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.

Signature of Dean

Date

13. *Recommendation of Vice President/Provost.* With respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.

Signature of Vice President/Provost

Date

NOTE: When the appraisal is in consideration for reappointment, continuing appointment, or promotion, the appraisal file shall be forwarded to the Office of Human Resources BEFORE the decision of the President is made, in order that the academic employee being evaluated may have the opportunity to examine the appraisal file and file a statement in response to any item contained therein.

14. *Decision of the President*

Signature of President

Date