



## **COMPENSATED FACULTY LEAVE REQUESTS**

**Period: Fall 2004 through Spring 2005**

### **Instructions**

The Faculty Research Committee is accepting faculty leave requests for compensated leave for the periods of Fall 2004 through Spring 2005. The original and nine copies of the application and proposal must be submitted with a letter of evaluation from the applicant's department chair to the Academic Affairs Office by November 14, 2003. The Faculty Research Committee will meet to consider applications for the time periods listed above. Upon funding confirmation from Academic Affairs, the Committee will provide recommendations to department chairs. Department chairs are responsible for faculty leave arrangements and for notifying their deans of these arrangements. For eligibility and other information, please refer to "Compensated Faculty Leave" policy in the *Faculty Handbook of Policies and Procedures*. A copy of the leave application can be found below.

### **Faculty Research Committee**

Bill Humphrey (2004), Agriculture  
Phyllis Pobst (2004), Arts and Sciences  
Clint Relyea (2003), Business  
Mary Jackson Pitts (2004), Communications  
Joanna Grymes (2004), Education  
Bill Rowe (2003), Fine Arts  
Charlotte Young (2003), Nursing and Health Professions  
Robert Engelken (2004), Engineering  
Roger Buchanan, Department Chair Representative  
Tom Wheeler, Director of Organized Research (Ex-Officio)

# Application for Faculty Leave

I. Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

II. Beginning Leave Date \_\_\_\_\_ Ending Leave Date \_\_\_\_\_

## III. Current Status

A. Present Title \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

B. Rank  Professor  Associate Professor  Assistant Professor  Instructor

Tenure Status  Tenured  Tenure Pool  Pretenure

D. Length of Service at time leave would go into effect? \_\_\_\_\_

E. Have you ever received any compensated leave?  Yes  No

F. If Yes, when? \_\_\_\_\_

## IV. Leave Summary

A. Amount of leave requested  Fall Semester  Spring Semester  Full Academic Year

B. Under which option (II-8. Faculty Handbook) are you applying?  Opt. 1  Opt. 2  Opt. 3

C. Have you ever received remuneration under this option?  Yes  No

D. If Yes, when? \_\_\_\_\_

V. Attach a comprehensive proposal according to the following guidelines. Include any additional sources of funds being sought (research, etc.)

### A. If the leave request is for research, attach a detailed plan in the following format:

1. Introduction/Statement of Problem
2. Methods/Procedures
3. Projected Timeline for Activities
4. Benefit to the University
5. Products (reports, projected publications, etc.)
6. Reason for selecting institution/site for research

### B. If the leave request is for training, attach a plan for completing the training in the following format:

1. Introduction/Need for Training
2. Location and Schedule for Completion of Training
3. Reason for selecting institution providing training
4. Benefit to the University
5. Budget

### C. If the leave is for continuing graduate study, attach a letter to the application form addressing the following concerns:

1. Current standing in regard to graduate work
2. Reasons for selecting institution at which you will study/train/work
3. Duties you expect to perform while doing graduate work
4. Approximate number of hours to be earned during the leave
5. Any other information relevant to this application

***It is assumed by the Faculty Research Committee that an individual requesting university support for graduate study will have previously completed some graduate work on personal initiative before applying for university assistance.***