

Request for Leave of Absence for Regular Emory College Faculty

Use this form to request leave of absence for Emory College faculty who are tenured, tenure-track, or lecture-track. Do not use this form to request course release. Submit to Susan Lee, Manager of Faculty Appointments, 400 Candler Library, susan.lee@emory.edu.

This form is to be filled out by the chair in consultation with the person requesting leave.

1. Name of Person Requesting Leave

2. Department

3. Prior Leaves of Absence

a. Semester(s) of most recent leave. Do not include semesters in which the professor received course release only.

b. Type of most recent leave, e.g., sabbatical, post-tenure, etc.

c. Funding source for most recent leave, e.g., Emory College, grant, etc.

d. Semester(s) of last *regular* (sabbatical) leave.

4. Current Leave Request

a. Statement of the purpose of the leave and list of activities to be carried out over the period of the leave.

b. Semester(s) of leave requested.

c. Type of leave requested, e.g., sabbatical, post-tenure, etc.

d. Is this a conditional request? If so, under what circumstances would leave not be taken?

e. Priority ranking in terms of other requests for leave within your department.

5. Financial Information

List the salary source for the leave. If it will be externally funded, list the name of the funding agency and the amount funded.

- All grant proposals must be routed through Emory College Grants Management, 214 Candler Library.
 - When a faculty member receives a “prestigious” external fellowship, the Dean will consider paying the difference between the award and the faculty member’s budgeted salary. A “prestigious” fellowship that provides at least \$20,000 per year or \$10,000 per semester is eligible to be considered for salary top up.
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b. Additional Costs. List anticipated costs associated with the leave that cannot be absorbed by the department.

6. Indicate How the Course(s) of the Individual on Leave will be Handled.

Number	Title	Projected Enrollment	Required for Major?	Who Will Teach?	Is a Temp Needed?	Replacement Cost for Temp

7. Chair’s Recommendation: _____ Approve _____ Reject

Chair’s Signature (required)