

Academic Leave Proposal Template (typically 2-4 pages)

1. Current academic appointment (rank) and academic components.
2. What % effort (either 50% or 100%) will be devoted to the leave? Provide proposed start and end date.
3. Background (briefly describe faculty member's academic accomplishments and interests as relevant to understanding the rationale for the proposed leave).
4. Plans for the leave, including:
 - (a) specific goals for the leave.
 - (b) what activities will be conducted.
 - (c) location of these activities (if primarily based in Rochester, provide clear justification for not leaving UR is required, i.e., why is a leave necessary to perform the proposed work? If work to be done out of town, provide clear justification for the site of the work).
 - (d) any collaborative relationships integral to the plans, e.g., arrangements to train or work in another setting.
5. Description of specific outcomes of the leave, including any or all of the following:
 - (a) specific new skills, expertise, tools, or capabilities.
 - (b) new presentations, scholarly works, intellectual property, or other academic 'products'.
 - (c) new funding or funding applications.
6. Description of how the outcomes of the leave will benefit:
 - (a) the faculty member's career.
 - (b) the University, including other faculty members, Departments, or others.
7. Description of what responsibilities will be relinquished during the leave, and of coverage or other arrangements to ensure that relieving faculty member of responsibilities during the leave will not adversely affect institutional functioning. If no coverage is needed, include a statement justifying that no such arrangements are needed.