

**APPLICATION FOR ACADEMIC LEAVE OF ABSENCE  
PART I - Faculty Applicant**

Before submitting your application, please review the information on academic leaves in the UR Faculty Handbook and school-specific guidance <https://www.rochester.edu/provost/academic-resources/academic-policies-procedures/>

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Academic leaves taken in the last eight years \_\_\_\_\_

<u>Date</u>		<u>% Salary Support</u>	
From _____	To _____	University _____	Other _____
From _____	To _____	University _____	Other _____

**Requested term of this leave**

\_\_\_\_\_ **Fall Semester only, 20\_\_** (July 1 – December 31)      \_\_\_\_\_ **Academic year, 20\_\_ - \_\_** (July 1 – June 30)  
\_\_\_\_\_ **Spring Semester only, 20\_\_** (January 1 – June 30)      \_\_\_\_\_ **Calendar year, 20\_\_** (January 1 – December 31)

Is this request for a Junior Faculty Leave? \_\_\_\_\_ Yes    \_\_\_\_\_ No

Percent of salary support requested: \_\_\_\_\_ % University    \_\_\_\_\_ % Other

**Please indicate outside agencies from which support has been sought or obtained, if any.**

<u>Agency</u>	<u>% of salary support anticipated</u>	<u>award notification date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Would not receiving the support sought from outside agencies alter your plans for the leave? If so, how?**

**Append this cover page to a description of the requested leave that includes the following information:**

- A plan of the leave including: 1) a succinct description of the purpose and context of the anticipated research or scholarship; 2) the work to be undertaken; 3) the expected product(s) resulting from this leave (e.g., publications, exhibitions, new skills or funding opportunities); 4) the benefits of the site(s) at which the work will be performed (e.g., collaborators, scholarly or technical resources)
- A discussion of the expected longer-term impact of the leave on your scholarly activities
- A discussion of the broader impact of the leave to the department and institution in activities such as teaching and program development
- A detailed description of external support being sought (if any), to include a copy of funding application materials, expected date of award notification, description of how the lack of outside support would alter leave plans. After initial submission, any update with regard to funding request/ change in leave plans needs to be sent to the attention of the Faculty Affairs Officer.

**Conditions:** 1. Acceptance of University support towards salary and/or benefits places an obligation on the recipient to return to the University of Rochester at the end of the leave for a period of time equal to the term of the leave taken. 2. A brief written report on the work accomplished during the leave should be submitted to your school following the established guidelines. The applicant's signature below acknowledges their understanding of these two conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_