

See Article 25.1.3 Guidelines for Academic Leave Applications

I. PROPOSAL

The proposal should identify not only a topic of significance, but also outcomes that are beneficial to numerous parties. A faculty leave should be part of a larger plan for development and success. A leave provides institutional and is a significant award that is predicated on outcomes. The proposal will be read by a broad audience and should appeal to both scholarly and scientific disciplines.

- *Please consider reviewing a draft proposal with your school director, or Associate Dean, prior to submission.*

- ✓ Identify length of leave period

The proposal should include:

- ✓ a plan for implementation
- ✓ identify benefits to the individual & significance to discipline
- ✓ identify benefits to the unit, program[s], current initiatives, teaching
- ✓ identify benefits to the College and University Mission [UC 2019]

- ✓ Include a current CV

II. EVALUATION & RECOMMENDATIONS from UNIT - Refer to Article 25.1.3.1

_ACADEMIC FACULTY UNIT RECOMMENDATION – optional.

Follow guidelines developed by School.

_SCHOOL DIRECTOR RECOMMENDATION

The letter of recommendation should be considered an argument in support of the leave's significance [consider outcomes] to the faculty member and unit. A letter of non-support needs to document shortcomings.

- ✓ Identify strengths of the proposed research or creative work, as well as outcomes, and the most significant benefits to the faculty, unit, College and University. Refer to UC 2019 when possible.

- ✓ Confirm the School's ability to cover the teaching assignments of the faculty member on leave without a request for additional funding from the College. Discuss funding faculty leaves with the DAAP Business Director.