

PROCEDURES FOR APPLYING FOR LEAVE FOR ACADEMIC YEAR 2010-11

Arts & Sciences, Autumn 2009

A faculty member may request leave with or without salary by submitting an application for leave of absence. Copies of the form are available online from Academic Human Resources; see http://www.washington.edu/admin/acadpers/forms_category.html. The Dean's Office does not have copies of the form.

The applicant must sign the form if applying for leave with salary; the applicant's signature is not required on an application for leave without salary. All applications must be signed by the department chair. If the faculty member is a joint appointee, the signatures of both chairs must be obtained.

The University considers the following to be complete professional leaves: one quarter at 100% salary, two quarters at 75% salary, or three quarters at 66.67% salary.

If a leave is spread out over more than one academic year, a new application form must be submitted for each subsequent year of the leave. The Dean's Office and Academic Human Resources do not automatically approve the future years of a leave.

INSTRUCTIONS FOR APPLICANT

An **applicant for leave without salary** should submit the Application for Leave of Absence form to the department chair. Supplemental documentation is not required unless requested by the department chair. A faculty member buying out his/her time on grant or contract funds does not need to file a leave application.

An **applicant for leave with salary** should submit the following to the department chair:

- (1) The signed Application for Leave of Absence form
- (2) The original and one copy of a detailed statement describing the scholarly or artistic work to be undertaken during the period of leave, including:
 - (a) its nature and focus
 - (b) its purpose or objectives
 - (c) the site, collaborators, and cooperating institutions (e.g., laboratories, museums, libraries, etc.), if relevant
 - (d) the source and amount of any supplementary grants or salary known or likely to be available
 - (e) the scholarly or artistic product anticipated (e.g., a research monograph)
 - (f) the value or significance of the scholarly/artistic product anticipated
 - (g) the benefits to the University of the proposed leave (e.g., improved scholarly visibility, enriched undergraduate courses, etc.)
- (3) One copy of the applicant's updated bibliography or curriculum vita
- (4) (optional) Original and one copy of supporting letters from University or non-University persons

INSTRUCTIONS FOR DEPARTMENT CHAIR

(1) Upon receipt of an application for professional leave, the department chair must first decide whether to approve or deny the leave. If the decision is not to approve, the chair should inform the applicant of this decision and retain the application in the department.

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(2) If the decision is to approve, the chair should fill out completely the section designated for the Chair or Program Director, sign the application form, and prepare a letter of recommendation approving the leave. The letter should state the merits of the applicant's project, his/her ability to accomplish it successfully, and the benefits which will accrue to the University as a result of the proposed leave.

(3) For an approved leave, send the following materials to Sue Barnhart in the Dean's Office. Do not send the materials to the Divisional Dean or the Dean.

(a) The **originals** in one packet, paper-clipped together in the following order:

- 1) application form
- 2) chair's recommendation letter
- 3) applicant's statement
- 4) supporting documentation, if any
- 5) bibliography

(b) One set of **copies**, stapled together in the following order:

- 1) chair's recommendation letter
- 2) applicant's statement
- 3) supporting documentation, if any

(4) If a department is submitting more than one application, the chair or director should include an additional letter that ranks the leaves in order of priority.

The department should retain copies of all submitted applications and letters.

SUBMISSION TO THE DEAN'S OFFICE

Professional leave applications for the 2010-11 academic year should be submitted to the Dean's Office by **December 7, 2009**. It is very helpful to have applications for leave without salary sent in by this same date. There is only one round of consideration each year for leave applications.

After reviewing the materials, the Divisional Dean will approve or deny the request and notify the applicant and the chair of the decision. An approved application will be forwarded to Academic Human Resources. Successful applicants will receive a formal letter of notification of approval of the leave from the Provost shortly after the next Board of Regents meeting.