

# EMORY COLLEGE OF ARTS AND SCIENCES

## Request for Faculty Leave of Absence

<b>Name</b>			
<b>Department(s)</b>			
<b>Semester(s) of Leave Requested</b> <i>(check all that apply)</i>			
<input type="checkbox"/> Fall 2016		<input type="checkbox"/> Fall 2017	
<input type="checkbox"/> Spring 2017		<input type="checkbox"/> Spring 2018	
<input type="checkbox"/> Academic Year 2016-17		<input type="checkbox"/> Academic Year 2017-18	
<b>Type of Leave Requested</b> <i>(check all that apply)</i>			
<input type="checkbox"/> Sabbatical		<input type="checkbox"/> Medical (must also apply for FMLA through College HR)	
<input type="checkbox"/> Pre-Tenure (formerly Junior Post Fourth Year Review)		<input type="checkbox"/> Parental (must also apply for FMLA through College HR)	
<input type="checkbox"/> Post-Tenure (1 <sup>st</sup> sabbatical)		<input type="checkbox"/> Unpaid	
<input type="checkbox"/> Special (usually funded by external fellowships)		<input type="checkbox"/> Other	
<b>Circumstances That Would Prevent this Leave</b> <i>(check all that apply)</i>			
<input type="checkbox"/> Unsuccessful pre-tenure review		<input type="checkbox"/> Successful Application to the Fox Center for Humanistic Inquiry	
<input type="checkbox"/> Unsuccessful tenure review		<input type="checkbox"/> Administrative Appointment (chair, director, etc.)	
<input type="checkbox"/> Unsuccessful application for external funding		<input type="checkbox"/> Other (please describe)	
<b>Research Statement Attached?</b>			
YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please explain			
<b>Potential External Sponsor(s)</b>			
Sponsor's Name	Date of Application	Status of Application	Percentage and amount of academic year salary requested from sponsor
<b>If application to external sponsor was successful, attach evidence of funding.</b>			

<b>Chair's Recommendation</b>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Comments
Signature and Date	

Faculty requesting sabbatical leave (**including post-tenure leave**) must attach a 2-3 page proposal outlining the research and scholarly activities to be undertaken during the leave. Applicants for sabbatical leave (**including post-tenure leave**) also must make good faith efforts to secure external funds to support the leave by making application(s) to potential external sponsors (external to Emory) of the planned activities. Assuming they contain sufficient information to document the research and scholarly activities to be undertaken during the requested leave, applications to external sponsors may be used as the leave proposal to College administration. Faculty requesting special leave must attach the proposal to an external sponsor as well as evidence of funding from the sponsor. All applications to external sponsors must be routed through the Office of Research Funding and Support. Please refer to the 11/8/2010 policies for applying for leaves and course releases for a full description of requirements <http://college.emory.edu/home/administration/policy/leave.html>.

**Submit to Susan Lee, Emory College of Arts and Sciences, 400 Candler Library, [slee05@emory.edu](mailto:slee05@emory.edu).**