

2. Attach leave activity proposal of no more than 1 page

The proposal should note

- the specific objectives of the leave activity
- the location(s) of the proposed activity
- how the leave activity enhances the applicant's research and/or teaching
- the likelihood of access to archives, collections, or other facilities (if applicable)
- any specific qualifications, skills, or equipment the applicant may have or need to acquire to complete the project.
- how the proposed activity satisfies the purpose of educational leaves noted at <http://www.jmu.edu/facultysenate/facultyhandbook/iii-policies-procedures/j-benefits.shtml> .

3. Attach current CV

4. Attach Academic Unit Head endorsement

Attach or forward an endorsement email from the applicant's Academic Unit Head (or one from each AUH if a joint appointment) that addresses: 1) how the applicant's leave goals advance the mission of the unit and 2) how the instructional obligations of the applicant will be met while the applicant is on leave.