

# UNIVERSITY STUDIES FACULTY EDUCATIONAL LEAVE APPLICATION

## For leaves to be taken in AY 2018-2019

Complete applications must have all the information requested below in sections 1-4.

Complete applications must be submitted to Fletcher Linder via email at [lindergf@jmu.edu](mailto:lindergf@jmu.edu) by 5pm on Monday, November 13, 2017.

### **1. Provide applicant information**

Name

Academic rank and department

Contact MSC, phone, & email

When were you first employed by JMU (month/year)?

How many years of continuous full-time employment do you have at JMU?

Have you ever been awarded an Educational Leave by JMU? \_If so, when, for how long, and for what project?

What length leave are you requesting?     \_\_\_ One semester (Full Salary)  
   \_\_\_ Two semesters (Half Salary)

Indicate the semester in which your proposed leave will begin:  
    \_\_\_ Fall Semester     \_\_\_ Either Fall or Spring Semester  
    \_\_\_ Spring Semester

Do you plan full-time commitment to the project?

I certify that the information included in this application is correct.

\_\_\_\_\_   
Applicant's Signature

\_\_\_\_\_   
Date

\_\_\_\_\_   
JMU Employee JAC Card Number

## **2. Attach leave activity proposal of no more than 1,250 words**

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.