

UNIVERSITY STUDIES FACULTY EDUCATIONAL LEAVE APPLICATION

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

Complete applications must be submitted to Fletcher Linder via email at lindergf@jmu.edu by 5 p.m. the first Monday in November for leave to be taken the following academic year.

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:

<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Either Fall or Spring Semester
<input type="checkbox"/> 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.