

GUIDELINES IN CONSIDERING ACADEMIC LEAVE REQUESTS

The purposes of academic leaves are to enhance the scholarly productivity of the individual requesting the leave and to benefit the programs of the institution through this activity (see the Faculty Handbook for more extensive discussion). All academic leaves must be justified in the context of these activities, whether supported in part or whole by College funds, paid from other sources, or unpaid. The comments supplied by the chairs on the individual applications and in prioritizing requests are important in aiding our assessments across a number of disciplines in The College. The following lists some of the guidelines used by the Deans Office in evaluating requests and recommending academic leaves to the

be consecutive except in unusual circumstances (e.g., government service with a required extended term)

- 6) Leave requests are due in the Deans Office by the end of January each year. The Dean's recommendations are forwarded to the Provost's Office by March 1; final approval, budgeting and notification occurs in the Provost's Office. Exceptional opportunities that may not have been evident at the time of the annual call will be considered at other times on a case-by-case basis; it is expected that such cases will be rare.