Colgate University
APPLICATION FOR FACULTY LEAVE
Cover Sheet

Name_______________________________________
Date________________________________________

Approvals:
Dean of the Faculty_________________________
Division Director____________________________
Department Chair___________________________

I. Information Provided by the Applicant

A. Current Curriculum Vitae

B. Type and Date of Leave
   _____Sabbatical Leave (indicate # of SLA credits to be used ___)
   _____Junior Faculty Leave*  _____Senior Faculty Leave
   _____Scholarly Associate Professor Leave  _____Leave Without Pay

   Proposed Timing of Leave____________________________________________________
   (Fall—Jul 1-Dec 31; Spring—Jan 1-Jun 30; Academic Year—Jul 1-Jun 30)

C. Prior Leave—list last approved leave and state outcome of that leave (published work, creative
   showings, new courses developed, etc.).

D. Proposal for Leave (3-5 pages, not to exceed 5 pages)
   1. Statement of the project you expect to undertake on leave.
   2. Expected outcomes of this leave (publications, creative work, course improvement, etc.)
   3. Statement of the relation of the planned activities to previous research and scholarly pursuits,
      professional growth, and teaching and course development in the future.
   4. Specify what support you need to carry out your leave plans and a plan for acquiring these
      resources (internal grants, fellowships, external grants).

II. To be Completed by the Department Chair

A. List other department members proposing to be on leave at the same time as the applicant.

B. Describe how the department will deal with the courses normally taught by the applicant.

C. If there is any intention to request additional teaching staff (part- or full-time), please describe your
   perceived needs in some detail (the impact of this proposed leave on department offerings and on all-
   university programs must be discussed with the division director before approval will be granted).

D. Please comment on the significance of the applicant’s proposed activities while on leave. Note that the
   SLA regulations, approved by the faculty in Fall 2003, require that the faculty member meet with both
   the department chair and the division director to discuss leave plans.

* Proposals for Junior Faculty Leave will be described in the Third-Year Review Dossier. Applicants for Junior Faculty
Leave need only complete items A-B of Section I.

09/2004