REQUEST for SCHOLARLY LEAVE

PART A (To be completed by Faculty Member)

Name:
Rank:  □ Tenure Eligible  □ Tenured  □ Term

Department/School:
Type of Request:  □ Study-Research Leave  □ Educational Leave

□ Full Pay, One Semester  □ No Pay, One Semester  □ Half/Partial Pay, One Semester
□ Half/Partial Pay, Academic Year  □ No Pay, Academic Year

Term and last Study-Research/Educational Leave:  __________

Requested Leave Period:
□ August 16, 2019 to December 31, 2019 (Fall Semester)
□ January 1, 2020 to May 15, 2020 (Spring Semester)
□ August 16, 2019 to May 15, 2020 (Academic Year)
□ Other (Please Specify): _______________________________________

Title of Proposed Leave Activities:

Abstract of proposed work (Maximum 150 words):

Attach a 1 page narrative detailing the proposed leave activity (including location), the nature of the project, specific goals and objectives, and the relevance of the proposed activity to the faculty member’s faculty development/advancement, and to the Department/School, College, and University. Also provide a current CV. Proposal materials should be forwarded to chsfacaffairs@vcu.edu.

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PART B (To be completed by Chair/Director)

□ Endorsed  Briefly describe the proposed fiscally responsible plan to provide coverage of the faculty member’s responsibilities while on leave.

□ Not Endorsed  Briefly explain why this request is not supported.

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Signature of Chair/Director

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Date