

## SCHOLARY LEAVES OF ABSENCE (ACADEMIC RESEARCH LEAVES)

**OBJECTIVE:** To standardize the requests for and approval of scholarly leaves of absence.

**PROCEDURE:** Any tenured or tenure-track faculty member who desires an academic leave of absence will make that request in writing and include the following items:

1. When will the leave begin?
2. What is the proposed duration of the leave?
3. Where will the faculty member spend the leave?
4. Please give detailed reason for the leave including professional benefits to the faculty member and to VUSE.
5. What salary and fringe benefits are being requested, and what salary and benefits will be provided from other sources (identify sources)?
6. What arrangements will be made within the department to accommodate the leave?

The request will be addressed to the Department Chair, who will forward the request to the Dean if the Chair approves of the request. If approved by the Dean, the request will be forwarded to the Provost for final approval.

Normally, the Provost must receive requests for all leaves at least one semester before the leave is to begin.