

APPLICATION FOR AN EDUCATIONAL LEAVE WITHOUT PAY

4.11.2.1.1 Purpose

An educational leave without pay may be used to provide the opportunity for ongoing professional development, and new or renewed intellectual achievement, through academically oriented study, research, writing, or travel. Such ongoing professional development and academically-orientated study may or may not lead to an academic degree.

TO BE COMPLETED BY APPLICANT	
Date of application	(replace with text)
Name	(replace with text)
Department	(replace with text)
Current rank	(replace with text)
Tenure status (mark appropriate choice with "X")	<input type="checkbox"/> -tenured <input type="checkbox"/> -tenure-track ¹ <input type="checkbox"/> -non-tenure track
Duration of education leave	(replace with text)
Rationale/purpose	(insert text here, or, attach rationale/purpose to this form)
Applicant's signature	(replace with text)
TO BE COMPLETED BY APPLICANT'S CHAIR, ACADEMIC UNIT HEAD, OR APPROPRIATE SCHOOL DEAN	
Applicant's Chair, academic unit head, or appropriate School Dean	(replace with text)
Chair, academic unit head, or appropriate School Dean's recommendation to VPAA	(insert text here, or, attach recommendation to this form)
Signature	(replace with text)
Date	(replace with text)
TO BE COMPLETED BY THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	
Application approved (mark appropriate choice with "X")	<input type="checkbox"/> -yes <input type="checkbox"/> -no
Signature	(replace with text)
Date	(replace with text)

¹If the leave is for a full academic year, it shall not count toward the tenure track period, as described in Subsection 4.7.2, except when mutually agreed to in writing by the faculty member and the Vice President for Academic Affairs. Leaves of less than a full academic year will count toward the tenure track period.

NOTE: Faculty applying for educational leave without pay should refer to section "4.11.2.1 Educational Leaves Without Pay" of the *Faculty Handbook/Volume IV of the Medaille College Policy Manual* for information regarding duration, eligibility, and educational leave provisions.