



**3344-11-09 Leave of absence (non-bargaining unit members only).**

(B) Leave with pay.

(3) Procedure for application and review.

(a) Applications from faculty members seeking professional leave for the following academic year should be submitted to the department chair, or, in colleges that do not have departments, to the office of the dean, by September fifteenth. The proposal should include the following:

(i) An indication of the specific semesters for which the leave is requested;

(ii) A plan that defines carefully and as completely as possible the purpose of the leave and specifies clearly its expected outcomes;

(iii) A description of any fellowship and/or grant pending or secured at the time of making application for professional leave; and

(iv) A current curriculum vitae.

(1) Within ninety days of returning to university duties, a faculty member shall submit a written report of activities during the period of professional leave. The report should be submitted to the department chairperson or the dean of a college without departments, who shall comment upon the report in writing. The report and comments shall be forwarded simultaneously to both the dean and the provost.

<b>Policy Name:</b>	Leave of absence (non-bargaining unit members only)
<b>Policy Number:</b>	3344-11-09
<b>Board Approved:</b>	9/21/2023
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