

EASTMAN SCHOOL OF MUSIC
APPLICATION FOR ACADEMIC LEAVE OF ABSENCE

Part I - Faculty Applicant

Before submitting your application, review the information on academic leaves in the Faculty Handbook, pp. 38-43.
http://www.rochester.edu/provost/FacultyHandbook/Faculty_Handbook_07082008.pdf

Name Department

Academic leaves taken in the last eight years:

<u>Date</u>		<u>% Salary Support</u>	
From	<input style="width: 100px; height: 20px;" type="text"/>	To	<input style="width: 100px; height: 20px;" type="text"/>
University	<input style="width: 60px; height: 20px;" type="text"/> %	Other	<input style="width: 60px; height: 20px;" type="text"/> %
From	<input style="width: 100px; height: 20px;" type="text"/>	To	<input style="width: 100px; height: 20px;" type="text"/>
University	<input style="width: 60px; height: 20px;" type="text"/> %	Other	<input style="width: 60px; height: 20px;" type="text"/> %

Requested term of this leave:

Fall Semester only, 20 ____ (July 1 – December 31)
 Spring Semester only, 20 ____ (January 1 – June 30)
 Academic Year, 20 ____ - ____ (July 1 – June 30)
 Calendar Year, 20 ____ - ____ (January 1 – December 31)

Is this request for a Junior Faculty Leave? Yes No

Percent of salary support requested: % University % Other

Acceptance of University support towards salary and/or benefits places an obligation on the recipient to return to the University at the end of the leave.

Outside agencies from which support is being sought or has been obtained:

<u>Agency</u>	<u>Application Date</u>	<u>Notification Date</u>	<u>% of salary</u>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 60%; height: 20px;" type="text"/> %
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 60%; height: 20px;" type="text"/> %

What portion of your leave is contingent on funds from non-University sources? % If no external funds have been sought, explain.

How will the absence of non-University funds alter your plans?

Append this cover page to a description of the requested leave that includes the following information:

- A written proposal for an academic leave of absence including: 1) a succinct description of the purpose and context of the anticipated research, scholarship, or creative activity; 2) the work to be undertaken; 3) the expected product(s) resulting from this leave (e.g., publications, recordings, compositions, new skills or funding opportunities)
- A discussion of the expected longer-term impact of the leave on your scholarly/creative activities
- A discussion of the broader impact of the leave to the department and institution in activities such as teaching and program development.

A brief written report on the work accomplished during the leave must be submitted to the department chair and Executive Associate Dean by the beginning of the semester immediately following the leave period.