



BROWN

FACULTY LEAVE APPLICATION

Name: _____ Title _____

Department(s): _____

<u>Type of leave requested:</u>	<u>Duration of leave:</u>
<input type="checkbox"/> Sabbatical* (tenured faculty)	<input type="checkbox"/> Semester I (fall) 20____
<input type="checkbox"/> Junior Sabbatical	<input type="checkbox"/> Semester II (spring) 20____
<input type="checkbox"/> Scholarly Leave	<input type="checkbox"/> Academic Year 20____ - 20____
<input type="checkbox"/> Leave without Pay	

Sabbatical pay requested (percent)*: _____

Last leave taken, date and type: _____

* Under the sabbatical policy effective as of July 2008, a tenured faculty member may be eligible for a sabbatical for one semester at 75% of salary after six semesters in residence. Following twelve semesters, the faculty member may request either a sabbatical for an academic year at 75% of salary, or a sabbatical of one semester with full salary. During the transition to the new leave policy for tenured faculty, salary received while on sabbatical may range from 75 to 100 percent. For details of eligibility, consult the DOF website. http://www.brown.edu/Administration/Dean_of_the_Faculty/policies.php

Provide a brief description of activities during the last leave taken from Brown (projects completed, institutions visited, etc.):

Describe the purpose of the proposed leave (attach separate page if necessary):

If you will be at another institution, please indicate where you will be and corresponding title (if any):

List your courses during the academic year preceding the leave and describe the arrangements that have been made (in consultation with the department chair) for them in your absence.

Course and Semester

Arrangements Made

List current dissertation students by name for whom you are principal advisor and show arrangements that have been made for their supervision in your absence.

Name

Arrangements made

Describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities.

In applying for this leave, I am aware that it is subject to the following terms and conditions and agree that my leave will comply with these terms and conditions:

- A faculty member may not hold a second, regular (tenure-track or tenured) appointment at another university, concurrently with the appointment at Brown.
- It is presumed that a faculty member on sabbatical leave is not receiving compensation for services in another institution or organization. Exceptions to this general rule must be approved in advance by the Dean.
- Leaves of more than one year may be granted only in exceptional circumstances. Any leave of absence from Brown University may not extend beyond two consecutive years.
- If a faculty member is serving as the Principal Investigator, Co-Principal Investigator or Project Director on a grant or contract at the time leave is requested, the faculty member must contact ORA (x3-2777) to review applicable sponsor requirements regarding a leave. Note that federal regulations require prior agency approval if there will be an absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved Project Director or Principal Investigator. Note also that the university's intellectual property policy continues to apply to faculty while on leave.
- It is a faculty member's responsibility to contact the Benefits Office to determine any consequences leave status might have on university-provided benefits. Arrangements to continue benefits during a leave may require direct payment to the University during the leave.
- Leaves with pay (sabbatical leaves or leaves on special assignment) are provided as an investment in a faculty member's future professional contributions to the University. Accordingly, a faculty member on any kind of paid leave is required to return to active teaching duty for at least one year following completion of the paid leave. Failure to do so may result in liability for reimbursement to the University for the salary and benefits paid by the University during the period of the leave.

Any exceptions to the above rules must be approved in writing by the Dean of the Faculty or the Dean of Medicine and Biological Sciences.

Please sign and give to your department chair for signature approval, and have them forward the signed form to the Dean of the Faculty at Box 1857. If you have a joint appointment, please send a copy of the signed form to your second department chair.

Signature

Date

Department Chair

Date

Dean

Date