Instructions for Leave Requests

School of Liberal Arts

Please read the following instructions before submitting your request to the SLA Dean’s Office.

Applications for sabbatical, research, and junior leaves should include the following:

1. A detailed description of the work to be accomplished during the leave
2. The applicant's curriculum vitae
3. A supporting statement from the applicant's chair, stating how teaching duties are to be covered during the leave
4. The appropriate leave request form completed and signed by both the faculty member and their department chair

There are 3 different leave request forms. They are:

- Sabbatical Request
- Junior (4th Year) Leave Request
- Research Leave Request

Please complete the appropriate form. In some cases, you may need to submit two forms.

For additional information on sabbatical and research leaves, please consult the University Faculty Handbook or the SLA Chairs Handbook.
# Junior (4th Year) Leave Request Form

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>School of Liberal Arts</th>
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<tbody>
<tr>
<td>Department:</td>
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## Your Request – Please Complete All

If you are coupling this Junior Leave request with a Paid or Unpaid Research Leave request, you must submit a separate form for each.

### Date of Requested Junior Leave (semester/year):

### Date(s) of Last Leave With Pay or Leave Without Pay:

### Date of First Appointment:

Are you applying for a grant?  ☐ Yes  ☐ No

Please list the grants you are applying for and indicate when you will hear the outcome of the grants:

Please attach a detailed description of the work to be accomplished during the proposed leave of absence, as well as a complete curriculum vitae. If you previously requested postponement of, or were given special consideration for this leave, please attach any documentation/authorization of such requests.

“*A faculty member granted leave is expected to return to the University for at least one full year of service.*”

— Faculty Handbook, Part IV, Section A, 4a.

I realize that accepting a junior leave requires that I return to Tulane University for the following academic year. Upon completion of the sabbatical, I will submit a detailed progress report to the Dean, which will be forwarded to the Provost. **INITIAL HERE:**

## Signatures

<table>
<thead>
<tr>
<th>Signature of Faculty Member:</th>
<th>Date:</th>
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<tr>
<td>Signature of Department Chair:</td>
<td>Date:</td>
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<tr>
<td>Signature of Dean:</td>
<td>Date:</td>
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The recommendations of both the Department Chair and the School Dean must be attached to this form.

## Approval of the Office of Academic Affairs and Provost

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