**School of Engineering & Applied Science
Junior Faculty Leave Request 2024-2025**

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Instructions:

* All faculty should complete Section I.
* If you are applying for an initial appointment leave to set up your lab, you may stop with Section I. All other applications, please continue to Section II.
* Submit the completed form and your current CV to your department chair’s assistant.

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**Section I - Leave Information**

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| **Name**:  | **Department**: Select Department |
| **Current Rank**: Select Rank | **Leave Type**: Select Leave Type |
| **Leave Semester**: Select Leave Semester | **Lab Set-up Leave?:** Yes/No |
| **Are you requesting a full-year of half-time teaching**: Yes/No |
| **What leaves of absence have you taken in the past 7 years, if any? Please list type(s) of leaves and period(s) of time. If none, write N/A**:  |
| **What is the anticipated source of funding (if any)? If none, write N/A**: |

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**Section II - Leave Proposal:** Please describe the project that will be undertaken during the leave and how it will contribute to your growth as a researcher and teacher. Please explain the significance of the project to your field of study, the methods to be used in undertaking the project, and a plan to achieve publication or dissemination. Proposals should not exceed 5 pages.

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**Committee Evaluation (to be completed by the departmental review committee):**

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**Department Chair’s Recommendation (to be completed by the Department Chair):**