**School of Engineering & Applied Science
Professional Development Leave Request 2024-2025
(non-ladder faculty)**

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Instructions:

* All faculty should complete Sections I & II.
* Submit the completed form and your current CV to your department chair and chair’s assistant.

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**Section I - Leave Information**

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| **Name**:  | **Department**: Select Department |
| **Rank**: Select Current Rank | **Years at Yale**:  |
| **Leave Semester**: Select Leave Semester |  |

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**Section II - Leave Proposal:** Please describe the proposed project and how it will advance your teaching and professional development and benefit the departmental teaching program. Proposals should include a well-developed methodology and, if applicable, research plan, including a calendar for the intended semester of leave.

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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):**