Name: Click or tap here to enter text.

For what academic year is this request? Click or tap to enter a date.

1. Where are you going on leave? What is the purpose of your leave? And how will it benefit the university?
2. What percentage of leave are you requesting?
3. How will you be splitting your time between the university and the institution where you’re spending your leave?
4. How long do you intend for this relationship to last?
5. What is your plan for returning full-time to the university?
6. Please list each PhD student and postdoc that you are supervising and for each indicate your plan for supervising and funding the student while you are on leave. Please describe any secondary advising each student will receive in your absence as well. Once your leave is approved, we will be asking you to send an individual email to each one of your students as per university guidelines.
7. Please list any concerns you have about the progress of each of your students and what relevant support the school may be able to provide you.
8. What has been your typical teaching load in recent years? What do you expect your teaching load to be while on leave? Please list specific courses that you plan to continue to teach (if any). How will the remaining courses be covered during your leave?
9. What has your typical school service load been in recent years? What service do you expect to continue while on leave?
10. How do you plan to continue engaging with the school beyond your immediate duties (e.g., attending faculty meetings, seminars, etc.)?
11. Do you see any potential IP issues during the leave that we need to resolve? If so, what are they?
12. Do you see any potential conflict of interest issues during this leave? If so, what are they? Please think about your students and postdocs and their potential engagement with the organization. Consider any potential impacts on your research, teaching, advising, or mentoring.
13. How will you continue to perform on grants that you have during this leave?
14. Provide a description in 100 words or less of your leave -- where you will be and how available you will be at university for advising, research, taking on new projects/students, etc. *Your description will be included verbatim on an internal web- page (available to students, faculty, and staff) listing all approved leaves.*
15. Would you like to be considered for promotion this year (please note that you cannot be on any sort of leave the year of your mandatory promotion to associate professor)?

**Yes  No**

1. (By chair) Summarize the discussion between the chair and the faculty after meeting has taken place.