

Professional Leave Requests
Cover Sheet for Division Chair's Submission of Applicant Materials

This cover sheet is designed to assist the Division Chair in compiling documentation for Professional Leave submissions to the dean. The intent is to ensure that, in considering the request, the division has had the opportunity to consider all the relevant documents before forwarding a recommendation to the Professional Leave Committee. The guidelines also are intended to help the Committee differentiate among personal, group, departmental, and outside recommendations.

Applicant's proposal

The applicant's proposal is submitted with the packet. The applicant should receive a copy of all materials submitted by the division chair to the Professional Leave committee, and may include a letter of response to the Professional Leave Committee. Any response by the applicant should be submitted to the appropriate Dean within three working days from the time the applicant receives copies of all materials.

Extra-departmental and divisional letters (optional)

If the project requires or anticipates collaboration with or benefit to other department(s)/division(s), a letter(s) documenting those commitments is/are expected. From time to time, it may be appropriate to document collaboration with entities outside the college, as well. However, such addenda should be kept to a minimum. Wherever possible, these documents should be considered in the division's review.

Department coordinator's letter (required)

The department coordinator's letter should document:

- The department's assessment of the proposal, if different from the division's
- The department coordinator's own assessment, if different from the department's
- The department's plan for replacement and/or coverage*

Division Chair's letter (required)

The division chair's letter should clearly delineate:

- The division's assessment of the proposal.
- The division chair's own assessment
- A brief explanation of the method used to solicit and synthesize division members' views, including the result of the divisional vote if one is part of the process.

*NOTE: Ease of coverage is not a factor in approval of leave requests. Applicants from small departments and/or in fields where replacement is difficult are strongly encouraged to begin the planning process early and to seek support from the division chair, applicable dean, and others in developing a workable coverage plan.