

WESTERN WASHINGTON UNIVERSITY
Application for Professional Leave

Applicant _____ Rank _____

Department _____ Date of initial WWU tenure-track service _____

Dates and durations of ALL previous professional leaves _____

Years of full-time service since previous paid professional leave _____

Numbers of quarters of leave desired _____ Dates _____

Purpose of professional leave (please check one):

- For research or to participate in other creative endeavor.
- Study program designed to provide knowledge in an area of specialization.

For a complete statement on Professional Leave, see the Faculty Handbook.

Attach the following material to this application as numbered appendices:

- Appendix 1: Detailed statement of plans for utilizing time requested and how it would be of value to the University.
- Appendix 2: Names of institutions and individuals with which the applicant will be associated. Include pertinent itineraries and specific dates.
- Appendix 3: A statement of any time to be spent on other duties and any compensation to be received.
- Appendix 4: A current vita.
- Appendix 5: In cases where technical support is required for the project, a statement of support costs and how these will be met.
- Appendix 6: Additional material in support of the proposed program, such as examples of applicant's work
- Appendix 7: Copies of reports of previous professional leaves. Also reports of summer research or teaching grants, or faculty development grants from previous three years. Descriptions of pending applications for summer research or teaching grants or faculty development grants.
- Appendix 8: Chairperson's recommendation to the dean, including an evaluation of merits of proposal and benefits the proposal could provide the faculty member and programs offered in the Department.

In preparing your application, please be aware that usually more applications are received than leaves available, therefore the review process is very competitive. The completed application is due in your Dean's office by October 15. Incomplete applications will not be considered.

If a leave is awarded, you must agree to return to Western Washington University for a period equal to that of the leave. If you do not return to Western Washington University, you will be required to pay any remuneration received from Western Washington University during the leave. (Chapter 173, Washington Laws 1977, 1st Ex. Session). In compliance with RCW 28B.10.650 (4), remuneration for professional leave shall not exceed the average of the highest quartile of a rank order of salaries for all full time teaching faculty.

Signature of Applicant _____ Date _____

Signature of Chairperson _____ Date _____

Signature of Dean _____ Date _____