**ADDRAN COLLEGE OF LIBERAL ARTS**

**LEAVE OF ABSENCE REQUEST**

**Directions: Complete this form and submit the original and one copy.**

**Attach a current vita.**

 **Faculty Member:**

 **Department:**

**Type of leave requested. Please click in the appropriate box to the left of the category (or write an “x” in the box) and fill in the date.**

 **Paid**

 **Unpaid**

 **Fall Semester 20**

 **Spring Semester 20**

 **Academic Year, 20**\_\_\_\_\_**- 20\_\_\_\_\_**

**Date of initial employment at TCU:**

**List in chronological order all leaves you have been granted at TCU. Include dates, locations, whether paid or unpaid. Briefly summarize accomplishments made during previous paid leaves.**

**Provide a description of the project you propose for the leave period (not to exceed 5 pages). Include the current status of the project and a description of the product to be derived from the project (book, article, performance). Indicate the status of external funding requests, if any. If fewer than 7 years have transpired since last paid leave, please provide justification for requesting early leave.**

**Endorsement Section. To be completed by department chair. Attach additional pages, if necessary.**

**Comment on the following items: Feasibility of the project, impact on department offerings, replacement requirement, and budget considerations, i.e. give a cost estimate for replacement(s).**

**Sign appropriate line.**

**Recommend approval Date**

**Recommend approval subject to conditions stated below.**

**Do not recommend approval**