

Request for Virginia Tech Faculty Leave
revised 7/14/09, Office of the Senior Vice President and Provost

Name:

Rank:

Department:

- Study-Research Leave (half pay, full year)
- Research Assignment (full pay, half year)
- Educational Leave (half pay)

Term and year of last study-research leave or research assignment:

Requested leave period (specify exact dates; note that the fall term dates are Aug. 10 – Dec. 24 and spring term dates are Dec. 25 – May 9):

Title or subject of proposed program(s):

Brief explanation of the purpose of the leave:

Department Head's Signature

Date

Dean's Signature

Date

Senior Vice President and Provost's Signature

Date

Please attach a narrative report, which includes: (1) abstract of proposed program; (2) description of program (background and scope; methodology; location; host agency/company/institution; schedule; anticipated significance of program results; significance of program to professional development of the candidate and department); (3) program budget, if applicable (include information about anticipated payments from host institutions or organizations); (4) interim staffing plans of the department and college; and (5) a current CV if your college requires one—please check with your dean's office.