**KRIEGER SCHOOL ARTS & SCIENCES**

**Application for Natural Sciences Departments**

**Faculty Research Leave**

 (Tenured and tenure-line faculty)

Please complete this application and provide it to your **Department Administrator** by December 8 if you will be requesting leave for **any period of the following academic year**. The Department Administrator will note your request and forward the form to the department head for approval and transfer to the Dean’s Office. You must be eligible for a leave to apply for it; if you have questions about your eligibility please contact the vice dean.

The faculty leave policy for tenure-line assistant and tenured professors is posted to KASPER; please familiarize yourself with its provisions for the type of leave you are requesting: <https://sites.krieger.jhu.edu/faculty-affairs/policies-and-procedures/>

Leave-eligible faculty applying for funding for an externally supported leave should employ this application to notify their department and the Dean’s Office of submitted applications or intent to submit for external funding applicable to the period of leave. FMLA and parental teaching relief may be applied for throughout the year as circumstances arise; all other forms of leave must be applied for on this form by December 8*.*

*Note to Department Chairs: please sign the application, if you approve, and forward it to Bertrand Garcia-Moreno and Rejji Kuruvilla by December 15, 2023. Once approved they will forward to* *KSAS-ApptReq@jhu.edu* *for processing.*

**Name:** Click here to enter text.

**Department(s) (and Program if applicable):** Click here to enter text.

**Type of Leave Requested (place your cursor *before* the box and press the space bar to mark the box with an electronic X):**

[ ]  Junior Faculty Leave

[ ]  Sabbatical Leave (with or without additional external funding)

[ ]  Externally Supported Leave (without sabbatical)

[ ]  Unpaid Leave (neither family nor medical)

**Requested Leave Semester(s) (Fall/Spring and Year):**  Click here to enter text.

**If you are requesting sabbatical, please indicate whether you are applying for a semester at full pay or a year at half pay. If you are applying for an external fellowship to lengthen your sabbatical into a year at full pay please also indicate this.**

Click here to enter text.

**Dates of last sabbatical**:

Click here to enter text.

**Semesters of normal department teaching since last sabbatical (also indicate any parental teaching relief or FMLA since last sabbatical**):

Click here to enter text.

**If you are applying for external funding, indicate the anticipated/potential funding sources and approximate amounts.**

Click here to enter text.

**Describe the research purpose of your proposed leave and your planned research activity during the period.**  Click here to enter text.

**KSAS does not typically provide funds for replacement teaching. Your department chair should confirm that any essential courses you likely would have taught during your leave will be covered.**

**Essential courses will be covered using existing resources. Scenarios for teaching coverage are under discussion and will be finalized and communicated when available.**

**Your department chair with the director of undergraduate studies should also ensure that any undergraduate advisees you may have are properly advised during your leave.**

**Not applicable.**

**Please provide any additional information or special circumstances related to this leave request.**

Click here to enter text.

Date Signature of Applicant

Date Signature of Department Head

Date Sig. of Second Department/Program Head, if jointly appointed

Date Signature, Vice Dean, KSAS