

## APPLICATION FOR 2013 INTERIM STUDY LEAVE

Applicant \_\_\_\_\_ Department \_\_\_\_\_

Requests for interim study leaves should be submitted to the academic deans by **November 20 of the academic year prior** to the academic year of the interim leave being requested.

The complete regulations governing interim study leaves are included in chapter 5 of the *Handbook for Teaching Faculty*. The major sections are these:

1. An interim-term study leave shall be granted only for engaging in creative, scholarly, or professional activities of significant worth to the college, the church, or the community. Faculty members are encouraged to develop projects that are particularly suited to the interim term.
2. Each request for an interim-term study leave must be justified by a written proposal to the academic dean, accompanied by the formal support of the department concerned, indicating how it will provide appropriate courses and staffing for the interim program, if the request is granted.
3. Interim leaves are not intended to substitute for the expected scholarly and professional use of the summer or of the academic year, and requests for such leaves shall explain why the interim term is particularly appropriate and necessary to carry out the proposed projects.
4. The grantee must, at the conclusion of the leave of absence, present a written report to the academic dean of his or her division on the results or progress of the project undertaken during the leave of absence.

### TO BE ANSWERED BY THE APPLICANT'S DEPARTMENTAL CHAIRPERSON

How will the department adjust its interim program to permit this leave?

\_\_\_\_\_  
Chairperson's signature indicating approval

\_\_\_\_\_  
Date

TO BE COMPLETED BY THE APPLICANT

List assignments (teaching or leave) for the past 5 interims (if applicable).

2012:

2011:

2010:

2009:

2008:

Note any previous interim leaves:

Give a brief description of the proposed project, including statements of its relationship to prior work, the appropriateness or timeliness of the interim for working on the project, and the projected results of the project.

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Applicant's signature