



APPLICATION FOR PRE-TENURE FACULTY RESEARCH LEAVE

Last Revised: September 11, 2024

All leave requests must be submitted via the Department Chair to the Dean's Office (via monicametcalf@miami.edu) for approval.

- **Applicants:** submit this application and all supporting information to your Department Chair
- **Chairs:** append a letter of recommendation and forward the complete packet to the Dean's Office no later than **November 8, 2024**

Section I: General Information

Faculty Name	<input type="text"/>	Department	<input type="text"/>
Rank	<input type="text"/>	Date of initial appointment at UM	<input type="text"/>

Section II: Proposed Leave Dates

- Fall 2025** (August 15, 2025 – December 31, 2025)
- Spring 2026** (January 1, 2026 – May 15, 2026)

In accord with the College's [Pre-Tenure Faculty Research Leave Policy](#), a faculty member may request of the Chair to spread out their course reduction over more than one semester, but would then forgo having a semester leave. If you are requesting this option, please indicate so in your plan of activity and choose from the options below:

- Academic Year 2025-2026** (August 15, 2025 – May 15, 2026)
- Calendar Year 2026** (January 1, 2026 – December 31, 2026)

Section III: Additional Documentation and Information

Attach the following documents to this form:

- Detailed plan of activity during research leave
- Updated curriculum vitae in [standard University of Miami format](#)
- Letter of Recommendation from Department Chair

Please provide the following information:

- Date of last leave or teaching reduction. Please provide the reason for said leave or teaching reduction:

- List below College and University committees where your term continues through the research leave dates; indicate whether or not you will be able to meet your commitments to those committees while on leave:

- Similarly, list below thesis or dissertation committees that maybe affected by the leave and whether special arrangements will be required to accommodate the students (for example, if you plan to be out of town for a substantial portion of the leave):

- Comments re: special accommodations (use separate page if needed):

Section IV: Commitment to the University of Miami

In accepting this research leave, I recognize that if I have received funding from the University of Miami, it is my obligation to return to the University for one year following the leave. Within three months of my return, I will submit a report of my activities to my Department Chair and the Dean.

I have read and agree to the terms described in the College of Arts and Sciences' [Pre-Tenure Faculty Research Leave Policy](#).

Faculty Signature Date

TO BE COMPLETED BY DEPARTMENT CHAIR

In addition to the letter of recommendation, please provide the following information:

- Courses taught by this faculty member will not be offered or will be covered by colleagues at no additional cost
- Supplemental funding requested for part-time replacement(s), i.e., request replacement funding only for classes (sections) that you intend to offer that had been taught by this faculty member

Number of courses \$ per course (salary only, excluding CFB)

Approval

Department Chair Signature Date

Dean Signature Date