



AY2022 - 2023

requested through your faculty affairs office.

Department(s):

Leave of Absence Without Salary

Sabbatical pay requested (percent)*:

Date and last type of leave requested:

**After six semesters in residence, a tenured faculty member may be eligible for a sabbatical of one semester at 75% salary. After twelve semesters in residence, a tenured faculty member may be eligible for either a sabbatical for an academic year at 75% salary, or a sabbatical of one semester at 100% salary. For details of eligibility, see the Dean of Faculty's website and Chapter 13 of the Handbook of Academic Administration.*

***Faculty newly tenured and promoted to Associate can apply for a sabbatical semester at 100% salary or a year at 75% salary review. Faculty should apply in the first academic year after promotion and normally will take their leave in the second academic year after promotion.*

All faculty must submit a sabbatical report upon returning from paid leave. If you did not submit a sabbatical report after your last leave, please attach one to this request.

Please describe the purpose of the proposed leave:



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If you will be at another institution, please indicate where you will be and corresponding title (if any):

If you have applied or anticipate applying for any fellowships or grants, please list them along with anticipated funding levels and notification dates:

Please list your regular course offerings and describe the arrangements that have been made (in consultation with the department chair as well as the appropriate academic dean, as needed) for them in your absence.

Course Offering(s):	Arrangement(s) Made:

Please describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities, including responsibilities for graduate students under your direction:

In applying for this leave, I am aware that it is subject to the following terms and conditions and agree that my leave will comply with these terms and conditions:

- A faculty member may not hold a second, regular (tenure-track or tenured) appointment at another university, concurrently with the appointment at Brown.
- A faculty member on sabbatical may not receive compensation for services at another institution, except that on a full- year sabbatical at less than full salary, a faculty member may request permission to teach or work elsewhere.
- Leaves of more than one year may be granted only in exceptional circumstances. Any leave of absence from Brown University may not extend beyond two consecutive years.
- If a faculty member is serving as the Principal Investigator, Co-Principal Investigator or Project Director on a grant or contract at the time leave is requested, the faculty member must contact their contract administrator in OSP (x3-2777) to review applicable sponsor requirements regarding a leave. Note that federal regulations require prior agency approval if there will be an absence for more than three months, or a 25 percent or greater reduction in time devoted to the project, by the approved Project Director or Principal Investigator. Note also that the University's intellectual property policy continues to apply to faculty while on leave.



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- It is a faculty member's responsibility to contact the Benefits Office to determine any consequences leave status might have on University-provided benefits. Arrangements to continue benefits during a leave may require direct payment to the University during the leave.
- Leaves with pay (sabbatical leaves or leaves on special assignment) are provided as an investment in a faculty member's future professional contributions to the University. Accordingly, a faculty member on any kind of paid leave is required to return to active teaching duty for at least one year following completion of the paid leave. Failure to do so may result in liability for reimbursement to the University for the salary and benefits paid by the University during the period of the leave.

Any exceptions to the above rules must be approved in writing by the Dean.

Please type your name below, date, and give to your department chair (or chairs, if you have a joint appointment) for approval. Chairs should review the request and, if approved, forward the signed form to your Dean's faculty affairs office. If you have a joint appointment, please send a copy of the signed form to your second department chair.

Type name here:		Date:	
 _____ Applicant Signature			

Department Chair - I approve this Sabbatical:	Yes		No	
Comments:				
_____ Department Chair Signature		_____ Second Department Chair Signature, if applicable		

(Associate) Dean - I approve this Sabbatical:	Yes		No	
Comments:				
_____ (Associate) Dean Signature				

Additional signature as required - I approve this Sabbatical:	Yes		No	
Comments:				
_____ Signature				