

MOREHEAD STATE UNIVERSITY EDUCATIONAL LEAVE OF ABSENCE APPLICATION

Name of Applicant _____

Position and rank _____

Number of consecutive years employed at MSU _____

Date(s) of previous MSU Educational Leave(s) _____

If a previous MSU Education Leave has been received, a copy of the final report for that leave must be submitted which must include transcripts of courses completed, a complete description of how the leave was spent, and the status of the degree/training.

Date of semester(s)/term(s) desired for leave _____

Do you request that up to one year of this leave be credited to promotion/tenure if applicable? If yes, approval of this educational leave shall constitute approval of this request unless specifically denied in writing. _____ Yes _____ No

Has the applicant read PAc-28? Yes _____ No _____

- (1) Attach a comprehensive description of the purpose for the educational leave.
- (2) Attach a detailed description of the plan for the educational leave.
- (3) Attach documentation of acceptance into a regionally accredited graduate program appropriate to the purpose.
- (4) Attach a current VITA, including educational preparation, work history at MSU, and evidence through annual performance evaluation of teaching effectiveness, professional activities, and service.
- (5) Attach an explanation of the academic department's/University's need for the faculty member to have additional advanced study.
- (6) Attach an explanation of the benefit that would be received by the academic department/University as a result of the faculty member completing additional advanced study.
- (7) Attach an explanation of the arrangements for work responsibilities within the department/University which are to be covered if the faculty member is granted leave. This is to be completed by the immediate supervisor in cooperation with the applicant.

(Signature)

(Date)