Article XVIII Paid Academic Leave Form

Applicant Information

Last Name:		**First Name:**	
Banner "N" ID:	**N**		
NewSchool Email:			

Current departments/programs and division(s)you are teaching in:	
Department/Program	**Division**

Other departments/programs and divisions in which you have previously taught:	
Department/Program	**Division**

Seeking Leave for:

_____ _____

Semester ***Year***

LEAVE PROJECT PROPOSAL

In a clear and succinct narrative you must:-
a. Briefly describe your proposed project making sure to address the following issues:
1) Describe the goals of the project, content, the nature and scope of the work.
2) Describe in detail how your project will be completed and the time frame needed for completion.
3) Include the reason the project requires release time
4) Please state if this is a self-imposed project or if there is an outside party (e.g. gallery, publisher, etc.) who has commissioned the work.
b. Explain how the project will advance your professional/academic career and/or your standing in the field

Note: Please pay special attention in the project description to relate the background of the proposed project to the supporting materials included. It is very common for applicants to imagine that supporting materials are self-evident and that the relation of them to the project is naturally obvious. They are not. The nature of the supporting materials and their link to the project should be fully explicated so that someone unfamiliar with your work can easily grasp the relation between the visual or written material presented, your professional and academic standing and your proposed project.

SUPPORTING MATERIALS INSTRUCTIONS

A limited amount of supporting material should be included as part of your application. This helps the University better understand your proposed project. Please select the category below which most closely resembles your type of project and follow the directions for that type. Please refer to the **Other Media** section for projects that are both visual and written or neither.

- **Visual Arts Project**

Submit a sheet of up to 20 slides (labeled with your name and a description) of the project in progress, or if not yet begun, prior representative work. For digital/electronic or photographic images, cd-roms are acceptable. Please do not submit zip or other disks. Complete the attached *Visual Arts - Supporting Material Worksheet* for supporting materials. In the case of slides, on a separate sheet of paper, list and number all slides in the following format.:

- Your name
- Number of each slide (please number each slide on the slide mount and be sure to indicate the orientation of the slide by placing a small red dot in the lower left hand corner of the image)
- Title (or description) of the work (if slide is a detail please indicate this)
- Medium
- Dimensions
- Date of Work

Written Projects

Please attach a writing sample up to a maximum of five (5) pages of the work itself (article, book, catalog, etc.), or of a previous work if you have not begun this project. Complete the attached *Written Project - Supporting Material Worksheet***.**

Other Media

If your supporting material is both visual and written or neither visual or written, submit one sample and complete the *Other Media Supporting Material Worksheet.*

Note: To repeat the point made above, please pay special attention to ensuring that the university can both understand your supporting materials and see the relation between them and the project proposal.

Supporting materials are not self-evident: they require some explication: This should occur in the project statement.

CV OR RESUME

Please submit a relevant Curriculum Vitae or Resume that places your Leave project within a broader context. Please do NOT submit letters of recommendation.

AGREEMENT:

The facts herein are accurate to the best of my knowledge. If I am awarded a Paid Academic Leave, I will submit a one page report upon my return.

_____ _____

Signature of Applicant **Date**

SUPPORTING MATERIALS - VISUAL ARTS PROJECT WORKSHEET

Visual supporting materials (e.g. slides) must be accompanied by this worksheet identifying the work and explaining how it relates to the leave proposal.

1. Applicant's name

2. Format (e.g. slides, VHS).

3. Description of contents/selection (s) (where appropriate, indicate title of work/artists/etc.).

4. Date work completed.

5. Relationship of work sample to the proposed project.

6. Special instructions (include video cue information).

SUPPORTING MATERIALS - WRITTEN PROJECT WORKSHEET

Written supporting materials (e.g. writing sample) must be accompanied by this worksheet identifying the work and explaining how it relates to the leave proposal.

1. Applicant's name

2. Format (books/publications, audio cassettes).

3. Description of contents/selection (s) (where appropriate, indicate title of work/artists/production credits, etc.).

4. Date work completed.

5. Relationship of work sample to the proposed project.

6. Special instructions.

SUPPORTING MATERIALS - OTHER MEDIA PROJECT WORKSHEET

Supporting materials must be accompanied by this worksheet identifying the work and explaining how it relates to the leave proposal.

1. Applicant's name

2. Format.

3. Description of contents/selection (s) (where appropriate, indicate title of work/artists/production credits, etc.).

4. Date work completed.

5. Relationship of work sample to the proposed project.

6. Special instructions (include video cue information).