

Garrett-Evangelical Theological Seminary
FACULTY STUDY LEAVE/ LEAVE OF ABSENCE
REQUEST FORM
For Leaves to be scheduled in 2008-2009

Faculty study leave requests are due to the president and the dean on or before September 15 of the year previous to the requested leave, for example, September 15, 2007 for leaves for fall or spring of 2008-97 academic year. (Committee on Faculty reviews requests before decisions are made.)

Name:

Date:

Date of requested faculty study leave:

Academic Year:

Semester:

Second choice:

Academic Year:

Semester:

Date of any previous study leave:

Name of primary project. Please name your primary project.

Description of primary project: Please describe (in two typed pages) the topic you will be researching; methods you will use; anticipated, realistic time line; and outcome of the project (e.g., book, articles, new or revised course[s]). Include publication prospects including contracts or letters of intent.

Purpose of project. Please describe what contribution you hope this work will make to the life of the academy, church, or this seminary, in light of your ongoing commitments in teaching, writing, and research.

Location of work. If applicable, please describe any plans to travel as part of the study leave, including how the travel will be helpful to your goals.

Other information. List the following: sources where you are seeking funding and their restrictions; secondary projects you may pursue during the leave; any circumstances relating to the timing of the leave; or other issues you wish the Committee on Faculty and the president and dean to consider when discussing the leave proposal.