

# JACKSONVILLE UNIVERSITY

## COLLEGE OF

To: \_\_\_\_\_, Chair, Faculty Affairs Committee

From: \_\_\_\_\_

Cc: Provost  
College Dean  
Division/Department Chair

Re: Proposal for Compensated Professional Leave in \_\_\_\_\_

Date: \_\_\_\_\_,

Dear \_\_\_\_\_,

Sincerely,

## PROPOSAL FOR COMPENSATED PROFESSIONAL LEAVE

Submitted by: \_\_\_\_\_

In accordance with the instructions found in section V of the JU Faculty Handbook, I respectfully request consideration of my proposal for compensated professional leave.

### **I. Leave Time Requested:**

**II. Brief Description of Ongoing Project: [about one page in length]**

**III. Benefit and Significance of the Proposed Activity: [about one page in length]**

**Related Publications:**

**Related Conference Presentations:**

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**Signature:** *By signing this application, I acknowledge that I will present to Academic Affairs a one page summary of the results of my project conducted during this compensated leave. I also acknowledge that I may not be compensated for teaching overload classes while on leave.*

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**Signatures of Support**

**College Dean:**

**Division/Department Chair:**

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**Faculty Affairs Committee Review**

**Reviewed by:**

**Date:** \_\_\_\_\_

**Recommendation:**

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**Academic Affairs Review**

**Provost:**

**Vice Provost:**

**Date:** \_\_\_\_\_

**Recommendation:**

**Notes:**