**SYRACUSE UNIVERSITY**

**Faculty Administrative Leave**

**Please complete this form by typing in the gray areas, which will expand. Contact faculty affairs with questions.**

Administrative leaves are recommended by the Dean on behalf of a faculty member. Administrative leaves may be granted to accommodate a variety of purposes including (but not limited to) personal business, government service, teaching or family needs (Faculty Manual, 2.45). The leave may be recommended with or without salary and/or benefits.

Faculty Member Name       SUID#

Tenure Status       Date of Initial Appointment

 (Tenured/TenureTrack/Non-TenureTrack)

School/College       Department

Leave Begins (date)       Leave Ends (date)

**Please check the appropriate box regarding the tenure probationary period:**

 [ ]  Based on faculty request and supporting materials, I request that the tenure probationary period for the above named faculty member be extended by one academic year.

 [ ]  Based on faculty request and supporting materials, I do not request extension of the tenure probationary period for the above named faculty member.

 [ ]  Not applicable.

 Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**For Departmental or Dean’s Office Use Only:**

Attach supporting information received from the individual faculty member or department chair to this request, describing the nature of and reason for the leave request.

Recommend leave with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ salary from the University and \_\_\_\_\_\_\_\_\_\_\_ benefits.

 (full/partial/no) (full or no)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor Concurrence Print Name Date