**SYRACUSE UNIVERSITY**

**Faculty Administrative Leave**

**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# (**not** SS#)

School/College       Department

Indicate your initial tenure-track date of appointment at Syracuse University:

Indicate if you are currently tenure, tenure-track, or non-tenure-track:

Date Leave Begins:       Date Leave Ends:

**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       (select one: full, partial, or no) salary from the University and       (select one: full or no) benefits.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Dean Signature Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Vice Chancellor Concurrence Print Name