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Miami University

Application for Faculty Improvement Leave or Assigned Research Appointment

For most favorable consideration, this application should be received in the Office of Human Resources Management by December 1 of the academic year preceding the leave or assigned research period. (Check with department, dean and/or campus for earlier preliminary deadlines.)

Name: **Department:**

Campus: Select Campus

Years of Miami Service (Including current academic year):

Academic Rank: Select Academic Rank

Years in Probationary Period, if applicable:

Academic Year of Leave or Appointment: Select AY of Leave

Period of Leave or Appointment: Select Period of Leave

Type of Leave or Appointment Requested: Select Type of Leave Requested

If FIL, indicate if Teaching Only, Research Only or Both (and what percentage of each): If FIL, select type & enter percentage of each

List by type and year all leaves or research appointments received from Miami in the last 10 years.

For Assigned Research Appointment-Off Campus only: Indicate why it is essential to conduct your proposed research in an off-campus location and during this leave period.

For Faculty Improvement Leave and Assigned Research Appointment -Off Campus only: Will you be receiving external support (e. g. a grant or other award during the leave period?) ◯ **Yes** ◯ **No**

If yes, estimate the external academic year salary support you will be receiving by source:

Statement of Purpose of Leave or Research Appointment: As an attachment to this application, please submit a 1-3 page summary, including:

1. Clear, succinct plans, including the specific goals and objectives, of the activities in which you will engage during the leave or research appointment.
2. Anticipated results from the leave or research appointment (indicate briefly the products or other contributions to you, your discipline and/or the University that will result, and state the expected time frame for these results).

Additional Required Attachments:

1. Submit your current curriculum vitae with this application that includes scholarship/creative activities, record of external funding, awards, and teaching and curriculum development.
2. If you have received a leave or assigned research appointment from Miami University in the last 10 years (listed above), please attach the post-leave reports that were submitted at the conclusion of the leave or assignment that met the requirement specified in "Assigned Research Appointments Policy" or "Faculty Improvement Leave Policy" found in the Miami University Policy Library (www.miamioh.edu/policy-library).

Statement of Condition for Acceptance: Signature required for consideration.

I have read the applicable sections of the Miami University Policy Library about faculty leaves, and I agree to the conditions specified in it. If granted an Assigned Research Appointment, Assigned Research Appointment Off-Campus, or a Faculty Improvement Leave, I further agree to return to Miami University for the academic year following this leave, or to reimburse the University for the amount of my Miami compensation including benefits costs associated with the leave period.

Signature of applicant: _____ Date: _____

To be completed by Chair and Dean (initial all comments):

Explain specifically how instructional and other duties of the applicant will be covered (e.g., if the applicant regularly teaches a Miami Plan thematic course, how will the thematic sequence be sustained in his/her absence?):

Explain how the cost of replacement faculty will be covered (if applicable):

Note: Provost approval does not imply funding availability for replacement. Funding issues are the responsibility of the Deans.

For Assigned Research Appointment Off-Campus, indicate your reason for recommending the off-campus arrangement.

Identify any special conditions associated with your recommendation for approval:

Recommended for approval:

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Provost: _____ Date: _____