## B. Request Form for Longer-Term Professional and Research Leave

## **UW School of Drama**

Please complete this form to request approval for professional and research leaves in excess of eight successive university instructional days (this excludes Saturdays, Sundays, and holidays). This completed form must be submitted to the Executive Director at least one month prior to the start of the requested leave and receive final approval from the Dean of the College of Arts & Sciences.

Name
Date Request Submitted
I will be missing classes/gone from to
I am going (where)
I will accomplish the following professional and research activities:
These activities are important to my research, tenure and promotion considerations, and/or ongoing performance and merit reviews in the following ways:

My instructional obligations will be covered in the following manner:
<del></del>
My School service obligations will be covered in the following manner:
While away, I can be reached at (phone and address)
while away, real se reached at (phone and address)
Do these leave activities include compensated work for a for-profit entity (yes or no)?
If yes, you will need to complete and submit a "Request for Approval for Professional Outside Work for Compensation" (Form 1460).
Signatures with dates
Faculty Member
Endorsed by Area Head
Endorsed by Executive Director
Approved by Dean of the College