

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

