



If you will be at another institution, please indicate where you will be and corresponding title (if any):

[Empty text box for indicating where you will be at another institution]

If you have applied or anticipate applying for any fellowships or grants, please list them along with anticipated funding levels and notification dates:

[Empty text box for listing fellowships or grants]

Please list your regular course offerings and describe the arrangements that have been made (in consultation with the department chair as well as the appropriate academic dean, as needed) for them in your absence.

<u>Course Offering(s):</u>	<u>Arrangement(s) Made:</u>

Please describe arrangements that have been made for continuation of your graduate and undergraduate advising responsibilities, including responsibilities for graduate students under your direction:

[Empty text box for describing advising arrangements]

In applying for this leave, I am aware that it is subject to the following terms and conditions and agree that my leave will comply with these terms and conditions:

- A faculty member may not hold a second, regular (tenure-track or tenured) appointment at another university, concurrently with the appointment at Brown.
- A faculty member on sabbatical generally may not receive compensation for services at another institution without permission from the cognizant dean.
- Leaves of more than one year may be granted only in exceptional circumstances. Any leave of absence from Brown University may not extend beyond two consecutive years.
- If a faculty member is serving as the Principal Investigator, Co-Principal Investigator or Project Director on a grant or contract at the time leave is requested, the faculty member must contact their contract administrator in OSP (x3-2777) to review applicable sponsor requirements regarding a leave. Note that federal regulations require prior agency approval if there will be an absence for more than three months, or a 25 percent or greater reduction in time devoted to the project, by the approved Project Director or Principal Investigator. Note also that the University’s intellectual property policy continues to apply to faculty while on leave.



Terms and conditions of leave, continued:

- It is a faculty member’s responsibility to contact the Benefits Office to determine any consequences leave status might have on University-provided benefits. Arrangements to continue benefits during a leave may require direct payment to the University during the leave.
- Leaves with pay (sabbatical leaves or leaves on special assignment) are provided as an investment in a faculty member’s future professional contributions to the University. Accordingly, a faculty member on any kind of paid leave is required to return to active teaching duty for at least one year following completion of the paid leave. Failure to do so may result in liability for reimbursement to the University for the salary and benefits paid by the University during the period of the leave.
- Faculty with an uneven teaching load (e.g., 3) taking a one semester sabbatical are expected to teach the greater number of courses (e.g., 2) in their semester in residence.

Any exceptions to the above rules must be approved in writing by the Dean.

Please type your name below, date, and give to your department chair (or chairs, if you have a joint appointment) for approval. Chairs should review the request and, if approved, forward the signed form to your Dean's faculty affairs office. If you have a joint appointment, please send a copy of the signed form to your second department chair.

Type name here:		Date:	
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Applicant Signature

Department Chair – I approve this sabbatical:	Yes		No	
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Comments:

Department Chair Signature

Second Department Chair Signature, if applicable.

(Associate) Dean – I approve this sabbatical:	Yes		No	
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Comments:

(Associate) Dean Signature

Additional signature as required – I approve this sabbatical:	Yes		No	
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Comments:

Signature