APPLICATION FOR OFFICIAL FACULTY LEAVE OF ABSENCE

Date Submitted

Application must be filed with the department chair, school director, or area coordinator at least four months prior to the beginning of the requested leave period. Failure to submit the *Application for Official Faculty Leave of Absence* with at least four months' notice could result in the application being denied due to lack of a unit's ability to cover the faculty member's absence.

Name:		Title:		
Department: _				
	Original Request	or		Request for Extension
Period of Lea	ve: From		to	
Purpose of Le	cave:			
Benefit to ind	ividual and institution:			
Location duri	ng leave:			
Salary arrange	ement:			
I agree to info whether or no	orm the chairperson in writing by t I intend to return to my position	with Texas	s Tech U	* of the leave period
			_	Faculty Signature
Approved:	Chairperson of Department	I	Date _	
		I	Date _	
	Dean of College			
	Provost	I	Date _	

If the proposal is approved by the Provost, the Provost will take the application to the President for review. Pending the President's approval, the application will be presented to the Board of Regents at that body's next available meeting. The Board's decision will be provided to the faculty member, the faculty member's chairperson, and the faculty member's dean. The Board's decision is final and cannot be appealed.

NOTE: § 661.909, Texas Government Code, allows approval of a leave of absence without pay for a maximum of one calendar year. The leave of absence will become effective the date the request is approved. Requests for extension must be made for each year or portion thereof.

* four and one-half months prior to returning