

## Faculty One Semester Mid-Course Leave Information and/or Request for Research Leave

Faculty Name: \_\_\_\_\_

URID: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Type of Leave:  Mid-Course |  Research Leave with Funding |  Research/Other Leave, Unpaid

*For HR related matters and medical leave, please contact HR:*

<https://hr.richmond.edu/policies/benefits-leave/fmla.html>

Check one:  Fall Semester |  Spring Semester |  Full Year

Justification for leave if other than one semester mid-course leave:

List awards and any outside funding applications with stipend / salary support during research leave?

Please list any expected outside funding to the best of your knowledge. When you are awarded any outside funding, share this with the Dean's office - Director of Budget and Operations so we can ensure accurate processing of your leave.

Requesting Topping Off?  Yes  No

See topping off policy: <https://asadmin.richmond.edu/deans-office/faculty-support/Topping-off.html>

**Mid-Course Review:** Faculty upon a successful midcourse review, are eligible for a midcourse research leave during the academic year after completion. This one-semester midcourse research leave is to be free of teaching and other obligations, so that faculty may devote themselves exclusively to their scholarly or creative work. During this semester, faculty will be expected not to seek or accept other occupation or remuneration, see: <https://asadmin.richmond.edu/deans-office/Faculty-review/mid-course-review.html>

**Faculty Handbook: Page 19 - Unpaid Leave:** *“...Time on an unpaid personal leave of absence is not considered time spent in service to the University and will not count toward a faculty member's years of service. Therefore, a year-long personal leave of absence will extend the eligibility time period of the tenure decision for an untenured faculty member and the date for a sabbatical leave. However, a leave of absence for up to one full semester will not ordinarily change the date of the tenure decision nor the eligibility date for a sabbatical leave”.* More information can be found at [faculty handbook webpage](#).

**Faculty Handbook: Page 20 - Professional Leave:** *“...In unusual circumstances, leaves for professional reasons, depending on their nature, may be counted as service to the University and thus towards the years required for tenure and sabbatical. The Provost will consult with the appropriate Dean and will decide whether the leave time will count”.* More information can be found at [faculty handbook webpage](#).

Please send completed form to your Department Chair and the A&S Dean's Office at [as@richmond.edu](mailto:as@richmond.edu).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR A&S DEAN'S OFFICE USE ONLY:**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dean Approval (Signature): _____ Date: _____
Change in Clock?: <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A
<i>Decision to be communicated to faculty and department chair</i>