APPLICATION FOR SPECIAL ACADEMIC LEAVE

Name: __________________________________________  Title: _______________________________________

SPS Department/Division: _______________________________________________________________________

Date of Initial Full-Time Appointment: at NYU __________ at current SPS Department/Division: __________

Have You Been Granted a Previous Academic Leave? (If so, include dates of last leave) ________________

Semester and Year of Intended Leave (must be a minimum of 12 months from today): _________________

If you have applied for a grant, please include the following:

Name of Agency: _____________________________________________________________________________
Address of Agency: ___________________________________________________________________________

Amount of Grant Sought: ________________ Current Status of Request: ______________________________

Please attach the following documents to this application:

1) A proposal of work that includes:
   - A detailed explanation of the goals and purposes of the work to be completed and how they relate to the
   stated purpose of an SPS Special Academic Leave
   - A proposed timeline including anticipated deliverables
   - An explanation of collaboration of work on the project (if applicable)
   - A description of work that has already been completed on the project and work left to be completed
     during the academic leave period (if applicable)

2) A plan created in consultation with your associate dean or program director that lists your current
   responsibilities as a full-time faculty member and how those responsibilities will be covered during your
   absence.

3) If an external grant has been awarded, a copy of the grant award letter, the proposal, and the approved budget.

4) Current CV

Approval Signatures:

Associate Dean or Academic Director: ________________________________ Date: __________

Chair of the RTP Committee: ________________________________ Date: __________

SPS Dean: ________________________________ Date: __________

9 May 2016