Missouri State University

**APPLICATION FOR EDUCATIONAL LEAVE**

**ELIGIBILITY AND GUIDELINES**

Leaves for ranked faculty members wishing to return to graduate school to complete an advanced degree or to expand expertise are subject to recommendation by the President and approval by the Board of Governors. Educational leaves will be allowed under the following guidelines:

1. Educational leaves are a privilege and not an automatic right.
2. Salary funds must be available before educational leaves will be granted.
3. The faculty member must demonstrate clear intent to complete all coursework for the academic degree or new area of expertise during the period of the leave.
4. The faculty member will return to Missouri State University for at least one year following the termination of the leave.
5. The time accrued for a sabbatical leave will be forfeited upon the acceptance of an educational leave, and the 12-semester period to be accrued for sabbatical leave will start with the beginning of the semester following the faculty member’s return to Missouri State University, excluding summers.

Any faculty member who plans to submit an application for an Educational Leave should first discuss such plans with his or her Department Head and Dean. Faculty members who are approved for educational leave will receive their salaries (full pay for a half-year’s leave or half pay for a full-year’s leave) at the same rate as would have been compensated if the faculty member were teaching. Salary will be paid in twelve monthly payments, and faculty members on educational leave will participate in the retirement program and have their fringe benefits paid by the University. In computing years of service that will apply toward eligibility for promotion and tenure, time spent on educational leave will not be counted.

In the past, priority has been given to applicants who:

* Have already completed a great deal of work and have a good chance of returning with the degree in hand;
* Have progressed to the point where they can go no further on their degree without an extended period of study in residence;
* Have a well thought out plan for completing the degree and have made the necessary arrangements for the program completion;
* Will benefit the University, College and Department through the course of study they plan to pursue; and,
* Receive a strong recommendation from their Department Head

**It is the responsibility of the applicant to deliver the original and 8 copies of the completed application to their College Dean’s Office no later than the first business day in November.** The College Personnel Committee will evaluate the applications and make recommendations to the Dean. Applications failing to comply with educational leave guidelines/policies will not be considered by the committee.

Each College cost-center will fund the approved educational leaves from that college. Depending on budget constraints in any given year, at times even worthwhile proposals may fail to receive funding. In addition to budgetary constraints, College Deans must also consider college priorities and the ability to meet teaching demands of each individual academic department.

Respect for peer review process and a collegial attitude toward the work of the committees are integral factors in the success of the Missouri State University leave system.

**EDUCATIONAL LEAVE APPLICATION FORMAT**

1. Routing Sheet (attached)
2. Application Form (attached)
3. Summary / abstract – A description of the educational leave and anticipated results (not to exceed 300 words)
4. Detailed discussion of the educational leave:
5. What degree or new academic expertise are you seeking, and from what institution
6. List prior work done toward the degree or area of expertise (courses, credit hours)
7. Describe remaining work required to obtain the degree or proficiency in a new disciplinary area (courses, credit hours, comprehensive examination, dissertation topic, etc.). What specifically do you plan to accomplish during the period of your leave?
8. Provide a realistic schedule of your remaining educational activities between now and the ultimate receipt of your degree or proficiency in a new area of study. Highlight that part of the schedule that corresponds to the leave period, and explain what work will remain to be done once the leave period has ended.
9. Specify any arrangements you have made to date to complete the program you have described above. Provide documentation whenever possible (letters from contacts, application forms submitted, etc.).
10. Benefit to the applicant. Explain how (and why) an educational leave would be helpful to you at this stage in your education as opposed to pursuing the degree or new area of expertise without a leave. (Do you plan to remain in Springfield during the leave, spend a period in residence at another university or split your time between the two locations?)
11. Benefit to the University. Explain how an educational leave would affect your performance as a Missouri State University (MSU) faculty member. Focus on the impact the leave would have on your teaching and research performance.
12. List and briefly describe the outcome of any projects funded in the last seven years by an MSU internal grant, curriculum grant, summer faculty fellowship, or sabbatical leave. This statement should include manuscripts, presentations, etc., that resulted from previously funded projects.
13. Current vita of the applicant. The vita should include a list of recent graduate courses you have credit in and those you are currently enrolled in, courses you have taught at MSU or other colleges, research you have performed (whether published or not), committee work or other service activities while at MSU, and any Educational Leaves taken in earlier years.

**EDUCATIONAL LEAVE APPLICATION**

*ROUTING SHEET*

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Leave Period Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Routing Order:** 1) Department Head

2) College Personnel Committee

3) College Dean

**Department Head Comments on the Educational Leave Request:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Department Head – signature*

**College Dean Comments on the Educational Leave Request:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*College Dean – signature*

**EDUCATIONAL LEAVE APPLICATION**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Last Degree Awarded/Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Number of years at Missouri State University (including current year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Leave requested for (check appropriate box and insert appropriate year):

Half-Pay during the \_\_\_\_\_\_\_\_\_\_ Academic Year

Full-Pay during the Fall Semester of \_\_\_\_\_\_\_\_\_\_

Full-Pay during the Spring Semester of \_\_\_\_\_\_\_\_\_\_

1. Will you receive other financial assistance or employment during the leave? \_\_\_\_ Yes \_\_\_\_ No

*If yes, provide details:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Have you been granted previous leaves at Missouri State University? \_\_\_\_ Yes \_\_\_\_ No

*If yes, provide details:*

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1. List all graduate institutions attended and the dates of attendance:

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1. Degree or Area of Expertise Being Pursued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Provide your cumulative GPA (on a 4.0 scale) on graduate courses taken previously: \_\_\_\_\_\_\_\_\_\_
4. List below (in as much detail as possible) the requirements already completed towards the degree or area of expertise. Also attach a letter from your advisor or the chairperson of your supervisory committee documenting your current status in work toward your academic goal.
5. List below any additional requirements that will have been completed by the time the leave is taken (assuming the leave is granted for the period requested).
6. List below (in detail) those requirements which you expect to complete during the leave.
7. List below those requirements, which will need to be completed after returning from the leave.
8. Indicate how the course of study being pursued will be of specific benefit to the department and the University.
9. Attach a statement of purpose indicating why a leave is being requested at this time.
10. Applicants are required to attach supporting documents felt to be helpful to the committee as they evaluate the application (transcripts, travel support, statements from advisors/colleagues, etc.)