CONSULTING LEAVE APPLICATION

Full-time tenure track and tenured faculty, and administrative/support employees are eligible to apply for consulting days. The applicant is to submit a “Request for Excused Absence” form, after this form has been completed and the necessary approval(s) have been obtained. Contact the Office of Human Resources at extension 2150, if there are any questions.

1. Employee’s Name__________________________________________________________
2. Employee’s College/Department/Office___________________________________________
3. Employee’s Position/Title_______________________________________________________
4. Specific Dates of Consulting Leave______________________________________________
5. (check one)           ____  9-month Employee/Faculty               ______ 12-month Employee/Faculty
6. Identify Specific Consulting Assignment__________________________________________

________________________________________________________________________________

7. Elaborate how this assignment will be of benefit to the University and/or contribute to the public welfare: (use back of application if necessary)

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8. Identify how your assigned college/department/office responsibilities will be performed during your absence______________________________________________________________

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Employee’s Signature ____________________________ Date ____________________________

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<td>Supervisor</td>
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<td>Dean/Director</td>
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<td>Divisional Vice President</td>
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