

## REQUEST FOR ADMINISTRATIVE LEAVE (Unit B Faculty)

Instructions: Requests for administrative leaves (for Fall 2024 - Spring 2025) are to be submitted to the Provost's Office by September 27, 2023. After approval/denial of administrative leave by the President, the Academic Vice President sends notification to the faculty member and their supervisor by November 8, 2023. Please prepare one original of the administrative leave request, and route it for signature as indicated in the instructions. The applicant and supervisor should each make a file copy before forwarding the request to the next level.

NAME: \_\_\_\_\_ Period of requested administrative leave:  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ Both \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ Date of Appointment  
at WIU: \_\_\_\_\_

Number of Years in this position: \_\_\_\_\_

EDUCATION: (Highest degree earned, institution, date, hours beyond; as on file in Provost's Office).

Have you received other administrative leaves from WIU? When?

Have you had other leaves from WIU? If so, give dates and types.

The attached explanation and description of the work to be completed during the administrative leave is an integral part of this request.

**1. Faculty Member:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. Chair/Director:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. Dean (if appropriate):**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**4. Academic Vice President:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**5. President:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Deny \_\_\_\_\_

1. Provide a summary of your proposed project for your administrative leave, and how it will enhance your professional growth.
2. Describe your plan of activity to complete the project.
3. Indicate the expected result or outcome of the project.

## **REPORT OF ADMINISTRATIVE LEAVE (Unit B Faculty)**

By the end of the first semester following return to the University from administrative leave, the employee shall file a written account of leave activities and accomplishments with the chair/director, and academic vice president, as related to the goals and objectives stated in the administrative leave proposal.

The report shall include:

- (1) a summary of the project/work accomplished;
- (2) progress toward and/or completed outcomes as stated in the proposal (e.g., publication, recital, art show, etc.);

The Academic Vice President shall mark the report complete/incomplete. The faculty member will have an opportunity to rewrite an incomplete report and resubmit it within 30 days. A report that remains incomplete may result in the individual not being eligible for future administrative leaves. All administrative leave reports shall be placed in employees' personnel files and in the University Archives.