

APPLICATION INSTRUCTIONS
2026-2027 PROFESSIONAL LEAVE
DEADLINE for Applicant online submission: 11/4/25

***** Follow these instructions to complete the
2026-2027 application for Professional leave. *****

***** The **Application** is a separate document and
can be found on the AA website [*here*](#). *****

Purpose:

Granted by the Board of Trustees for the purpose of providing opportunities for study, research, and creative activities for the enhancement of the University's instructional and research programs. Professional leave may be taken to pursue projects in the following areas:

- (a) Research.
- (b) Scholarly and Creative activity, including the scholarship of teaching or librarianship.
- (c) Any other area of professional development that complies with the criteria set by the Research, Service and Scholarship Committee ("RSS Committee").
- (d) Retraining of tenure and tenure-track faculty facing program reduction or elimination.
- (e) Service to the University and/or the external community.

Collective Bargaining Agreement, September 1, 2022 - August 31, 2025. pp. 57-62. 11.5.1 For semesters, see p. 48. 9.7.2.

Eligibility:

Full-time tenured faculty are eligible for professional leave as follows:

- (a) At the conclusion of an initial six (6) years of consecutive service, faculty members will be eligible for a professional leave for a maximum of three (3) quarters (one (1) academic year). Faculty members will accumulate an additional three (3) quarters of professional leave at the completion of six (6) years of consecutive service from their last point of eligibility. A faculty member may not accumulate more than three (3) quarters of eligibility for professional leave at any time.
- (b) In computing consecutive years of service, periods of sick or short-term disability leave will be counted. A period of up to one (1) year of professional leave of absence without pay will not count as part of the six (6) year period, but will not be considered a break in service for purposes of computing eligibility for professional leave.
- (c) Professional leave may, based on the approved application, be taken in one (1), two (2) or three (3) quarters at a time. If less than a full academic year of professional leave is taken at a time, the remaining quarter(s) may, if approved in a subsequent application, be taken within the six-year period following the point of initial eligibility. Additional quarters are not guaranteed.

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Submission:

Faculty Applicants:

Submit the application online. The application will be sent to both the Department Chair and the Dean. . The Dean will consult with the Chair, then both the Chair and Dean respond in the workflow. Once acknowledged/approved, the applications will be submitted electronically to Dr. Gwen Cash-James, Associate Vice Provost of Faculty Affairs and Convener/Ex Officio for the Research and Scholarship Committee of the Faculty Planning Advisory Committee, for review and recommendation by the

Research and Scholarship Committee. *It is the responsibility of the applicant to ensure that they receive confirmation that the application has been submitted and approved by the deadline.*

Other Eligible Personnel:

Channel application through head of service, for his/her comments. Application will be submitted electronically to Dr. Gwen Cash-James, Associate Vice Provost of Faculty Affairs.

****Note to Department Chairs submitting an application: Identify another faculty member to review your application. In the application, identify them as the Department Chair. The reviewer is required to respond to an email which is part of the workflow process.****

**** SUBMIT APPLICATION ONLINE ****

Notes:

- Consider that your application will be reviewed by your colleagues, the members of the Research and Scholarship Committee. Include enough technical detail for careful review by those familiar with your area; for example, by including bibliographic citations where appropriate. Additionally, define your project in broad enough terms to be understood by those reviewers outside of your discipline.
- Format and Page Limit Guidelines
 - Use no smaller than 1-inch margins
 - Use Times New Roman font
 - No smaller than an 11-font size
 - Detailed Project Narrative (Part II)
 - Double-spaced
 - Five (5) page limit
 - Curriculum vitae (abbreviated) (Part III), three (3) page limit
 - Outside support letters, optional, (Part IV), two (2) page limit
- Failure to follow application format may result in **disqualification** from consideration.
- Selection for professional leave will be judged on the merits of each case as it meets the specific scholarship and/or research and service deemed important to the University.
- A professional leave may be granted for a maximum of one academic year in any six-year period. Your current application will apply only to one academic year.
- Professional Leave may be requested for the purpose of conducting a scholarship of teaching project. Some useful resources on the scholarship of teaching and learning are available at the following websites.
 - International Society for the Scholarship of Teaching and Learning
<http://www.issotl.com/>
 - International Journal for the Scholarship of Teaching and Learning
<http://academics.georgiasouthern.edu/ijstotl/index.htm>
 - The Journal of the Scholarship of Teaching and Learning
<https://scholarworks.iu.edu/journals/index.php/josotl>
 - What Is the Scholarship of Teaching and Learning? (hosted by Vanderbilt University)

http://www.vanderbilt.edu/cft/resources/teaching_resources/reflecting/sotl.htm

- Faculty who receive Professional Leave must comply with all university policies while engaged in their project.
- A full report of the completed project shall be prepared and submitted to the unit dean for review by **TBD**. This date is usually November 1, 2026. Please consult the [Faculty Calendar of Deadlines](#) for the official date. The dean will then forward the written report to the Vice Provost for Academic Administration by **TBD**. The Vice Provost will distribute the report to the Provost, President and the Board of Trustees.
- The full report shall include the following:
 - Name of applicant
 - Year of project (e.g., 2026-2027)
 - Title of Professional Leave Project
 - Purpose and background information on the leave.
 - Status of the leave.
 - What has been accomplished?
 - What, if anything, remains to be accomplished?
 - Results or expected results.
 - If there were deviations from the proposed leave, list what was done and the rationale or reason for the change.

PROJECT FORMAT

PART I: APPLICATION COVER PAGE

Self-explanatory

PART II: PROJECT NARRATIVE

- Respond to EACH item (A through E), using the following format.
 - LABEL each item.
 - Project narrative must not exceed five (5) double-spaced pages, with at least one-inch margins, using Times New Roman Font of at least 11-point size.
- A. Statement of the proposed project
- a. Project must be ONE clearly defined SINGLE project
- B. Purpose and scope of the proposed project;
- a. Clearly stated research question, if applicable;
- C. Significance and value of the project;
- a. Both intrinsically and in relation to the applicant's teaching and other responsibilities at Eastern;
- D. Detailed plans for carrying out the project; (e.g., timeline, resources needed, etc.)
- a. Detailed research methodology, if applicable;
 - b. Multiple timeline(s), if project depends on other factors such as a faculty grant award
- E. Evidence of project feasibility and evidence of the applicant's ability to pursue the project successfully
- a. Proposed product or outcomes

PART III: ABBREVIATED CURRENT CURRICULUM VITAE

Not to exceed three (3) pages.

Curriculum vitae, abbreviated.

PART IV: EVIDENCE OF SUPPORT (optional)

Not to exceed two (2) pages.

Evidence of support for the proposed project, including letters from other institutions and other individuals concerned with the proposed project, if applicable.

PART V: INTERNATIONAL TRAVEL INFORMATION AND ACKNOWLEDGEMENT

Self-explanatory.

PART VI: EXPORT CONTROL INFORMATION AND ACKNOWLEDGEMENT

All applications will be reviewed by the director of Risk Management to determine if the **proposed project** and/or international travel will implicate federal export control regulations.

Submission instructions:

- Submit application online by **11/4/25**.
- Submitter, co-investigator, if applicable, and college administrative specialist will receive email notification of submission.
- The chair and dean will receive the application electronically at time of submission..
- The dean will consult with the chair to discuss potential workload and/or other impacts in the department.
- The dean and the chair will acknowledge/approve the application online by **11/12/25**.
- The co-investigator, if any, will acknowledge/approve the application online by **11/12/25**.
- The submitter, co-investigator and college administrative specialist will receive email confirmation of completion of the acknowledgement/approval workflow.

No signatures are required on the application form. All signatures are obtained via the online WordPress workflow.

Deadlines for Professional Leave applications for 2025-2026

Document	Individual(s)	Due Date	Instructions	Action
Application	Applicant	11/4/24	Application is uploaded to the online portal	Applicant submits application online
Application	Chair, Dean and co-investigator, if applicable	11/12/24	- Dean consults with the chair to discuss potential workload and/or other impacts in the department - Chair acknowledges consultation with dean by approving the workflow	Chair approves workflow Dean approves workflow

			-Dean acknowledges receipt of application, chair consultation and opportunity to comment by approving the workflow -Co-investigator acknowledges the federal export control information by approving the workflow	Co-investigator approves workflow
Application	Vice Provost	Provost	1/6/25	Vice Provost reviews and forwards recommended professional leave applications to the Provost
Application	Provost	President	1/27/25	Provost reviews and forwards recommended professional leave applications to the President
Application	President	Applicant	3/17/25 (end of quarter following the quarter in which the application was submitted)	Notify faculty of decision
Note: Once the dean has consulted with the chair, there is no order of approval. The dean does not have to wait for the chair to approve. The chair and dean may approve at any time prior to the deadline. The co-investigator may approve at any time prior to the deadline.				

Professional Leave Reports from Previous Leave Period 2024-2025

DOCUMENT FLOW

<i>From</i>	<i>To</i>	<i>Deadline</i>
Faculty	Dean	11/04/25
Dean	Vice Provost	11/12/25
Vice Provost	Human Resources	11/18/25