



**Faculty Scholarly and Creative
Activity Leave Application
2022-2023**

Applicant's Full Name _____

Applicant's Banner ID Number _____

Department/Unit Name _____

School/College/Division Name _____

University Email Address _____

Phone Number _____

Faculty Scholarly and Creative Activity Leave Request

The process for faculty to request leave for scholarly and creative activity is clearly articulated in the Faculty Scholarly and Creative Activity Leave Request Guidance. Review this guidance carefully and complete the sections below with sufficiently detailed information. It is the applicant's responsibility to secure all appropriate approvals and signatures.

- I. The Research Leave Deliverable (Maximum of 1,000 words):** *(Provide an explanation of what the applicant will accomplish during his or her time away from the university.)*

II. Institutional and Unit Mission Alignment (Maximum of 1,500 words): *(Provide an explanation how the requested leave advances the mission of Winston-Salem State University, the respective School or College, and the department. This section must address all three units.)*

III. Alignment with the Applicant's Research Agenda (Maximum of 2,500 words): *(The applicant must articulate his or her research agenda or creative activity agenda then explicitly explain how the leave request connects to it.)*

IV. Timeline of the Leave: *(The applicant must articulate a timeline of activity during the leave period indicating monthly benchmark “check ins” with his or her department chairperson.)*

[Empty box for articulating a timeline of activity during the leave period, including monthly benchmark “check ins” with the department chairperson.]

V. Expected Results (*The applicant must articulate clearly what the anticipated “end product” is of this leave request.*)

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Faculty Scholarly and Creative Activity Leave Approval

| Review | Signature | Date |
|---|------------------|-------------|
| Academic Department Chairperson | | |
| Academic Dean | | |
| Provost and Vice Chancellor for Academic Affairs | | |