

# Junior Faculty Leave Application

Name \_\_\_\_\_ Your Email: \_\_\_\_\_

Department or School \_\_\_\_\_

First Year Appointed to a Tenure Line \_\_\_\_\_

Year of Tenure Consideration \_\_\_\_\_

Have you applied for a junior faculty leave before? If yes, when? \_\_\_\_\_

Leave Requested for (please check one and fill in the year)

\_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ of Academic Year \_\_\_\_\_

- Will you use human beings as experimental subjects? Yes No  
If yes, please submit the appropriate approval notice.
- Will you use animals as experimental subjects? Yes No  
If yes, please submit the appropriate approval notice.
- If your proposal is funded, would you be willing for the Mellon Center to use it as an exemplary submission in the online *Handbook*? Yes No

Please complete the following checklist by placing a check mark against each item to insure that your application is complete. Incomplete and/or late applications will not be considered.

1. Project Summary (email to [jhand@iwu.edu](mailto:jhand@iwu.edu))
2. Have you requested IRB approval? Yes  No  NA
3. Proposal
4. A brief Vita
5. Supervisor Letter
6. External Letter
7. Report of previous ASD grants (file separately with the Associate Dean of the Faculty)  
Yes  NA

Please give name and email address of immediate supervisor

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Please give name and email address of person writing your external letter

1. Name: \_\_\_\_\_ Email: \_\_\_\_\_