

Alternate Workload Leave Application Cover Sheet

I. Applicant's name: _____

II. Applicant's department: _____

III. Project category of application: **Check either A or B.** If your project will be used in conjunction with a sabbatical leave check the appropriate area.

___ A. **Project supporting LHU's international mission**

___ Sabbatical extension also requested

(Subject to prior award to supplement and support a Fulbright Award.
Refer to Meet and Discuss memo of October 24, 2003)

___ B. **Meritorious project**

Check one subcategory within the meritorious project category

___ Multicultural

___ Service

___ Scholarship

___ Sabbatical extension also requested

IV. Semester requested:

___ Fall 2007

___ Spring 2008

V. Eligibility:

Have you previously received an Alternate Workload Leave? _____

If Yes, when? _____ Yes No

VI. Statement from department chairperson. The cover sheet **must** include your department chairperson's signature regardless of project category.

I am aware that the above faculty member is applying for an alternate workload leave.

Department Chair

Date

VII. Statement from the Institute for International Studies (only for international leaves).

Signature

Date

Submit this cover sheet along with (1) a statement of proposed purposes and goals and (2) a project description to the chairperson of the Alternate Workload Leave Committee.