**APPLICATION FOR FACULTY PROFESSIONAL IMPROVEMENT LEAVE**

**ACADEMIC YEAR**

***(Applications are due to the Campus President by Friday, October 18, 2024)***

*DATE:*       *ENTER YOUR DEPARTMENT/DISCIPLINE:*

*NAME:*       *EXT:*

1. *LEAVE PLAN: A*  *B*  *C*

*ACADEMIC SEMESTER: FALL*  *SPRING*  *FULL ACADEMIC YEAR*

1. PILs are governed by the CCC/AAUP AGREEMENT 2022 to 2025, Article 11. All requirements must be carefully adhered to.

Documents needed to complete the application and the final report are available on

My Tri-C Space.

Log onto My Tri-C Space

Scroll down to the College-Wide Forms Card

Click on Faculty Forms

Scroll down to Professional Improvement Leave (PIL) - Three PIL documents are available there

* Instructions for completing Form A - PIL Application
* Professional Improvement Leave Application (Form A) *and*
* Professional Improvement Leave Program Report (Form B)

1. Applications must address the planned purpose, planned objectives and expected outcomes, planned activities, and expected value/benefits to the applicant, applicant’s discipline, applicant’s students, and the College. Each of these headings should be addressed separately and in that order in the narrative. That narrative must be attached to this cover sheet.

**Signature of the Applicant**

**Signature of the Associate/Assistant Dean\***

**Signature of the Campus President**

*\*Computer Science/IT faculty applications should be signed by the School Dean*

**FORM A**

**(To be submitted with application)**

Faculty Member Name:

Department Name:       Ext:

Leave Plan: A  B  C  (choose one)

Starting Date:       Ending Date:

Project Title:

**Project Abstract** (Limited to 250 words):

1. Planned Purpose: (use additional sheets as needed)

1. Planned Objectives and Expected Outcomes: (use additional sheets as needed)

1. Planned Activities: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant’s Discipline: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant’s Students: (use additional sheets as needed)

1. Expected Value/Benefit to the College: (use additional sheets as needed)

**Date Leave Approved:**