Faculty Professional Leave Approval Form Instructions

Per SEA CBA Article 16 Section 7, faculty who have two years of continuous full-time service are eligible for tuition reimbursement and Per Article 17 Section 1(F) Faculty can receive partial or full pay for paid professional leave with required approval from the Provost.

Faculty must first submit a Faculty Professional Leave Approval Form to obtain Research and Scholarly Affairs Committee and the Provost's approval for either of these options. This form can be accessed using this link: https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=730d8e58-6b20-4b5f-92cf-265a181d8244&env=na2&acct=de5c48ee-62a2-43d5-be63-83bfdfa27f98&v=2

Faculty must complete Part A of the Form. This form will be submitted through the DocuSign system for signature approval.

For Tuition/Fee Reimbursement without Reduced Workload (Off-Campus)

1. Select A and fill in the field with the name of the advanced degree.

2. Once form has been approved, faculty will receive a fully signed copy of the approval, and then will need to complete the Off-Campus Faculty Development Form for approval each semester, two weeks prior to the start of the semester, using the following link: https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e09a7d48-34c1-4fb6-95d2-809438f88206&env=na2&acct=de5c48ee-62a2-43d5-be63-83bfdfa27f98&v=2

   - Faculty member will need to enter their name and email as faculty requesting approval and enter the Dean's name and email into the PowerForm. Click the yellow Begin Signing button.

   - Faculty member will complete Part A. If more than two courses are being taken, please attach the information for the third course, sign the form, then click the yellow Finish button at the top of the screen.

   - Once the yellow finish button is clicked, the application will be sent automatically to the Provost and Controller's Office for signature approval. The Chair of the Research and Scholarly Affairs Committee, Provost Executive Assistant, Accounting Specialist, and the applicant will receive a completed signed application via DocuSign, once application has been fully approved.

3. After full payment of the course(s) has been made to the provider each semester and final grade(s) has been received by the faculty, faculty then must complete an Expense Report in BearTrax for reimbursement of all eligible pre-approved expenses.

   - Directions are located on the BearTrax webpage to assist with completing Expense entry.

   - Remember to upload receipts as attachments and a copy of the approved Off-Campus Faculty Development w/o Reduced Workload Form.

- Contact Jenny Carver or Debra Schwamberger for assistance with processing Expense Reports.

- Account number for course reimbursement is 10-1010-50-10140-58402-00000.

For Faculty Leave with Pay for Education, Research, or Creative Activities (Sabbatical)

1. Select C and attach a required summary of the of the reason for the proposed sabbatical. Make sure you include academic year, semester (s), and your name on the attachment.
2. Faculty will receive a fully signed copy of the application.
3. Faculty will receive a letter from the Provost with details for approval or disapproval of the application.

9/12/2022