




**MEMORANDUM**

TO: Deans, VCAs, Chairs, Directors, and Legal Counsel  
FROM: T. Chris Riley-Tillman, Provost and Executive Vice President   
SUBJECT: Professional Leave and Retraining Leave Guidelines: 2026-2027  
DATE: October 20, 2025

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Attached are guidelines governing Washington State University's professional and retraining leave programs for 2026-2027. Please share these guidelines with faculty and administrative professional staff. You can also find these guidelines at <https://provost.wsu.edu/guidelines-and-forms/>.

All applications require the approval of Chairs/Directors, Vice Chancellors for Academic Affairs (VCAs), and Deans and should be forwarded to the Provost's Office. Each of the applications will be ranked by the Dean and VCA on the following scale: 1 – top priority for a leave, 2 – moderate priority for a leave, 3 – low priority for a leave. There are a limited number of professional leave opportunities, so please elevate rankings for the most meritorious candidates. Electronic copies of the forms are available at <https://provost.wsu.edu/guidelines-and-forms/>. **Dean's Offices are expected to review applications for completeness, and incomplete applications will not be considered. Applications must be received in the Provost's Office by January 9, 2026.**

Professional leaves are a valuable opportunity for our faculty, and it is important for the faculty and the university to maximize benefits from the leave and to ensure each leave prepares the individual for future success. Applications that propose activities that are part of a faculty member's normal responsibilities (e.g., catching up on manuscript writing, preparing course materials, etc.) will generally be considered low priority.

For faculty not located on the same campus as their respective Dean and/or Department Chair/School Director, we will adhere to [Executive Policy 29](#) (Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs); a signature of approval is required from the appropriate administrator(s) at the campus for faculty located at the WSU Everett, Tri-Cities, and Vancouver campuses.

Leave proposals should be structured according to part 3 of the guidelines. These instructions provide a detailed description of the application and the required report on activities undertaken during the leave. Applicants must provide a curriculum vitae that, at a minimum, contains information about progress since the last professional leave, if applicable. The applicant must clearly state the reason that a professional leave is necessary in order to undertake the proposed work. In addition, all requests for leave in disciplines for which external funding is an expectation must be accompanied by documented effort to secure funding. In those cases, applicants must provide a list of external agencies from which funding will be sought during the course of the leave.

Please note that two additions have been made to the guidelines in response to issues encountered in the past: (1) The following wording has been added to 2.3., regarding the timing of the leave: "Requests for leaves that span two academic or fiscal years will not ordinarily be granted. Such leaves must be counted against the University's limited number of allowable leaves in both of the years in which they occur. As a result, a person requesting such a leave is requesting two leaves and potentially denying a leave to another person." (2) The following wording has been added to 3.1.4., regarding the two supporting letters: "Each of these letters must indicate that the project that will be undertaken during the leave is of high quality and reasonable scope. A letter that indicates only that the applicant is welcome to visit a laboratory, or that the applicant will be provided with certain amenities during a visit, is not acceptable as one of these letters. Such letters will be considered to apply to 3.1.3." **Applications that do not include two substantive supporting letters, distinct from invitation letters (when applicable), will be considered incomplete.**

As announced in Spring 2024, in partnership with the Faculty Senate Executive Committee, the Provost's Office is pleased to continue a pilot program for professional leaves focused on teaching enhancements for career-track faculty during the 2026-2027 academic year.

The pilot program will allow associate or professor rank career-track faculty who are on continuous or multiyear appointments and have at least six years of service to WSU to apply. For those on multiyear contracts, the contract end date must be at least one year after the year in which the leave is taken. Career-track faculty meeting the above criteria will be eligible to apply for a one-semester professional leave period focused on teaching enhancement. Requested leaves need to align with the individual's position, focus on activities related to teaching, pedagogy, and student opportunities (transforming courses, pedagogical scholarship, updating clinical skills, etc.), and contribute to the unit, college, campus, and university's teaching mission. The application will need to demonstrate that the proposed activity cannot be undertaken during a regular academic appointment. The application and review process will align with the other stated policies throughout this document, unless specifically noted. During the pilot program, no more than twelve (12) professional leaves will be granted, and no more than one career-track professional leave will be awarded within a department/school.

As a reminder, all accruals arising from professional or retraining leave are retained by the area that pays the faculty member's salary. For further assistance or information, please contact Kristina Peterson-Wilson, Vice Provost for Academic Administration & Chief of Staff ([kpeterson2@wsu.edu](mailto:kpeterson2@wsu.edu) or 509-335-8915).

## PROFESSIONAL LEAVE GUIDELINES

2026-2027

### 1. Eligibility

- 1.1 Professional leave may be granted in recognition of meritorious service or scholarly achievement in teaching, research, outreach, and creative activity upon approval of a leave project proposal. Professional leaves are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise, and innovation in teaching. Leaves are meant to enhance the research and creative scholarship, art, clinical expertise, and instructional activity of faculty members. The proposed work should not be that which could reasonably be expected to be undertaken during the course of the applicant's normal academic activities. When external funding is normally expected, effort during professional leave should include preparation and submission of proposals for external grants. Each professional leave is expected to result in one or more products for dissemination through publication, exhibit, professional performance, and/or instruction. Professional leaves are competitive and are awarded only after the submission of a competitive proposal and an evaluation of the applicant's accomplishments and potential in teaching and research, creative, and/or clinical activity. Other conditions are provided below.
- 1.2 **For tenured and administrative professional employees on permanent appointments,** applications for professional leave will be considered only from those who have completed at least five years of active service to Washington State University (academic or annual) at the time the leave is to be effective and who have completed at least five years of service between leaves. The amount of prior service on a temporary appointment at WSU applicable to professional leave will be determined by the Provost. Tenure-track faculty members must have been granted tenure to be eligible for professional leave.
  - 1.2.1 Employees on permanent split appointments funded partly by the state and partly by extramural support are eligible for professional leave, with the University's commitment extending only to the state-funded part of the appointments.
  - 1.2.2 Employees on permanent part-time appointments wholly on state funds are eligible for professional leave at a level equal to the fraction of their appointments.
- 1.3 **For career-track faculty (associate or professor rank) who are on continuous or multiyear appointments,** applications will be considered only from those who have completed at least six years of service to WSU. For those on multi-year contracts, the contract end date must be at least one year after the year in which the leave is taken.
- 1.4 Professional leave will not be granted to employees who will not return from leave for a period at least equal to the length of the leave.

2. Conditions

- 2.1 Professional leave is to be used for further professional study or development. It should not be considered business as usual, and it should be advantageous to the University in terms of improved instruction, research, and/or public service. It is not granted to employees whose primary purpose is working toward an advanced degree. Under unusual circumstances, professional leave may be awarded for a meritorious project that may incidentally lead to the attainment of a degree; in such cases, it is awarded on the basis of the proposed project itself, without reference to the acquisition of the advanced degree.
- 2.1.1 For the career-track professional leave pilot program, requested leaves need to align with the individual's position, focus on activities related to teaching, pedagogy, and student opportunities (transforming courses, pedagogical scholarship, updating clinical skills, etc.), and contribute to the unit, college, campus, and university's teaching mission.
- 2.2 Professional leave is normally granted as either two semesters or twelve months at 75 percent pay, or one semester or six months at full pay. The semester or month pattern is determined by the academic or annual appointment of the faculty member. Faculty on academic appointments who are granted paid leave of more than one semester but less than two semesters will be paid at a monthly rate which is the average of 4.5 months at 100 percent and the remaining months at 50 percent. Faculty on annual appointments who are granted paid leave of more than six months but less than twelve months will be paid at a monthly rate which is the average of six months at 100 percent and the remaining months at 50 percent. Retirement deductions and matching contributions will be at the same percent rate for the salary paid, and the retirement service credit will be one semester (academic) or six months (annual) for the professional leave period.
- 2.2.1 Career-track faculty meeting the criteria will be eligible to apply for a one-semester or six-month professional leave period focused on teaching enhancement, to be compensated at full pay. The semester or six-month leave period must align with the academic or annual appointment of the faculty member. The respective college will fund the approved leave.
- 2.3 Normally, professional leave cannot begin until the end of the academic or fiscal year in which the application has been made and approved. Requests for leaves that span two academic or fiscal years will not ordinarily be granted. Such leaves must be counted against the University's limited number in both of the years in which they occur. As a result, a person requesting such a leave is requesting two leaves and potentially denying leave to another person.

- 2.4 An employee on professional leave is relieved from WSU teaching, research, administrative functions, and committee work for the leave period so that their full time may be devoted to the purpose for which the leave is granted. However, the employee remains bound to standards regarding promotion and tenure, including participating in promotion and tenure reviews, requirements concerning ethics in public service, and standards regarding faculty conduct (including research misconduct) as set forth in the *Faculty Manual*. Employees on professional leave must also be included in the formal annual review process, and are bound by the University's Intellectual Property Policy. They cannot sign any agreement that assigns intellectual property to another organization. Faculty members are required to disclose intellectual property to the University. A faculty member should contact the Office of Commercialization prior to the beginning of the leave if intellectual property will be generated during the leave, or as soon as potential generation is realized if previously unanticipated opportunities occur.
- 2.5 An employee is expected not to engage in other employment during the period of professional leave for which University salary is paid. Grant support during the professional leave must be justified in terms of the general spirit of the professional leave project.
- 2.6 The sum of the professional leave salary and the salary provided by grants and stipends cannot exceed 100% of the employee's University salary for the leave period.
- 2.7 Where remuneration for professional leave comes from state general and/or general local funds, the sum of the total monthly rate of pay during the leave period must not exceed the average salary rate of the highest paid quartile of teaching faculty on academic year appointments (RCW 28B.10.650). The average of the top quartile for 2024 was \$16,363 per month for faculty. The salary rate is updated annually. If remuneration is supplemented by other funds, e.g., discretionary FNo57 funds (formerly 17A) or federal grants, the present remuneration limits do not apply to those funds. Note that the definition of some funds is not immediately obvious (e.g., F & A fees derived from federal funds are local funds). Therefore, **approval by the Provost must occur in all cases where a faculty member is to receive supplemental or substituted remuneration apart from state general and/or general local funds.**
- 2.8 Reimbursements for travel and related expenses (including cost-of-living adjustments) for grantees and their dependents are not considered salary items and need not be reported.
- 2.9 Employees on professional leave earn annual and/or sick leave as applicable.
- 2.10 Supplementary payment for services as a Department Chair or other administrative responsibilities is discontinued during a professional leave.
- 2.11 Professional leave cannot result in an additional dollar cost to the University. Administrative supervisors must certify that this requirement is being met (see 3.1.2 below).
- 2.12 Professional leave cannot be granted where the ongoing program of instruction, research, or extension will be jeopardized. Administrative supervisors must attest to this "no adverse effect" requirement (see 3.1.2 below).

- 2.13 If after a leave has been awarded, significant changes are made in leave objectives, dates, locations, study procedures, or other important aspects of the project design, these changes must be approved by the Department Chair or School Director (or equivalent), the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable), and the Provost. Date changes may result in a salary adjustment in alignment with the salary guidelines outlined above.
- 2.14 An employee receiving a professional leave in one fiscal year can postpone it to a subsequent fiscal year only at the University's request or because of the unexpected temporary unavailability of laboratory, library, consultant, or other resources required by the leave project. Otherwise, a desire to delay the leave into the next fiscal year will require a reapplication, the new application being considered on an equal basis with others received at that time.
- 2.15 An employee receiving a professional leave must return to active duty immediately following the leave for a period at least equal to the length of the leave or reimburse the University for salary and benefits paid during the leave (see 3.1.1.14).
- 2.16 Unless special provisions are made, the employee must submit a written summary of work completed during the professional leave. The summary should explain the leave plans, the new knowledge generated by the leave, the ways in which this new knowledge will be used in continuing their institutional responsibilities, the impact on their research direction and the research of graduate students supervised, and any other benefits to the University as a result of the leave. Please be specific about the impact on teaching (e.g., course titles and number of students taught). Describe publications, products, exhibitions, and presentations resulting from the project (e.g., titles, journals, dates). Also, describe any funding that resulted from the project (e.g., project titles, funding sources, amounts of grants). **The report should be submitted through the Department Chair or the appropriate immediate administrator to the Dean. A second copy should be sent directly to the Provost's Office.** Reports are due in the Provost's Office by April 1 for those who return from leave on approximately January 1 (e.g., those on leave for the Fall semester only), and on November 1 for those who return from leave on approximately August 16 (e.g., those on leave for the Spring semester or for the full academic or annual year). Reports need not be lengthy and should not exceed two pages.

3. Application and Supporting Documentation

3.1 **The deadline for units to submit professional leave applications to the Office of the Provost is January 9, 2026.** The following documents are required:

3.1.1 A **completed** application (please see <https://provost.wsu.edu/guidelines-and-forms/> for an application form) **approved by the Department Chair or School, the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable)** describing the proposed leave project in terms of the following items:

3.1.1.1 Full Name.

3.1.1.2 Department and Campus/Location.

3.1.1.3 Official title.

3.1.1.4 Basis of present employment (academic or annual; part-time or full-time; State or extramural funding).

3.1.1.5 Date of initial appointment to a permanent position in the University.

3.1.1.6 Dates of previous professional or retraining leaves and leaves without pay. Include a summary of where such leaves were spent and the academic accomplishments from these leaves.

3.1.1.7 Period of leave covered by application.

3.1.1.8 Abstract of project not to exceed 50 words. Summarize the proposed activities in clear, concise language understandable to a scholar outside of your discipline. Project locations must be indicated.

3.1.1.9 Detailed statement of leave plans (maximum of 5 pages plus bibliography with standard margins and font).

**Purpose and Significance:** Describe the nature and significance of the project, including a concise statement of the objectives for the project and your aims in undertaking it.

Please remember that professional leaves are competitive. The quality of your proposal will be evaluated against the following criteria: value of the project, including its originality and potential contribution; adequacy and feasibility of the project in relation to the length of the leave period; clarity and completeness of the proposal, including readability by a layperson and references to relevant scholarship; project's potential for contributing to the faculty member's professional development; and potential for disseminating and/or applying anticipated development of curricular and instructional activities.

**Work to be Accomplished:** Describe what you plan to do during the award period. Identify the location of the work and the persons, foundations, institutions, departments, and/or organizations (if any) with whom you will work. Describe the professional activities to be undertaken in terms that an educated reader from outside your field can understand.

**Projected Results:** Describe the results that your project will have and how you will share your results with others (e.g., publication, presentation, exhibition, classes, grant applications). Include, when possible, the time sequence for completion of individual project segments.

**Bibliography:** Publications of the leave applicant or other exhibits relating the project. Brief background information or bibliography of professional and scholarly work in the area of the proposed project.

**Justification:** (maximum one page): Statement regarding the value of the project in terms of benefits to the University following the leave period. How will the project contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? How will this project benefit your department, college, and/or the University as a whole?

**Evidence of Effort of Intent to seek External Funding:** *All professional leave requests for tenured faculty and administrative professionals must be accompanied by an effort to secure external funding for faculty in disciplines where funding is an expectation. This section does not apply to career-track professional leave applications.*

Please list the funding agencies to which you plan to apply and the deadlines for submission of proposals. In addition, list all grants and stipends, including those from the University, and other forms of compensation and assistance that will be available during the leave period or for which application has been made.

- 3.1.1.10 List of universities, institutions, and/or other organizations, if any, with which you will be affiliated during the leave period. Indicate the facilities and personnel of particular relevance to your project.
- 3.1.1.11 Salary during leave period to be covered from outside funds. Provide dollar amount, source of funding, and indicate the period covered.

- 3.1.1.12 A curriculum vitae that contains, at a minimum, information about the progress made since the last professional leave, if any. The scholarly, artistic, and/or clinical productivity of the applicant will be taken into account when evaluating applications for professional leave. Productivity will be judged by such factors as quantity, quality, and consistency of professional products, in relation to field and years of academic service; and quality and quantity of work supported by previous professional leaves. Other academic achievements and contributions will also be considered. These other achievements include awards, fellowships, grants, offices, and other honors; consultantships, editorial assignments, review assignments, and other invitations that imply peer recognition; and conferences, displays, guest lectures, and other professional contributions.
- 3.1.1.13 Justification of all state-supported travel, if any, in terms of the project. State funding must not support travel to and from your professional leave location.
- 3.1.1.14 **Signed contract** indicating 1) that you will submit the required report of leave activities by the due date, and 2) your intention to return as an employee to the University immediately following the leave for a period at least equal to the length of the leave or to reimburse the University for all salary compensation and benefits received during the leave if you fail to conform to the return requirement. For tenured faculty and administrative professional leaves, a copy of RCW 28B.10.650 can be referenced [here](#).
- 3.1.2 A signed statement **by the Department Chair or School , the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable) ,** reading:
- “This professional leave is recommended with the understanding that the departmental or area operations will not be jeopardized by the awarding of this leave and that the granting of this leave will not result in any additional dollar cost to the University.”
- 3.1.3 Signed statements from facilities and persons important to the success of the leave project to demonstrate their availability during the leave period. This section does not apply to career-track professional leaves.
- 3.1.4 Two letters (different from those required for 3.1.3), sent directly to the first-line supervisor, from persons who can evaluate the application. These letters may not be from administrative superiors. They should be from those familiar with the leave plans and professionally qualified to evaluate the proposal. Each of these letters must indicate that the project that will be undertaken during the leave is of high quality and reasonable scope. A letter that indicates only that the applicant is welcome to visit a laboratory, or that the applicant will be provided with certain amenities during a visit, is not acceptable as one of these letters. Such letters will be considered to apply to 3.1.3. **Applications that do not include two substantive supporting letters, distinct from invitation letters (when applicable), will be considered incomplete.** This requirement does not apply to career-track professional leaves.

3.2 **The application deadline in the Office of the Provost is January 9, 2026.**

4. Project Evaluation

4.1 **Proposals for leave are first evaluated by the Department Chair/School Director and, if applicable, the Campus Academic Director. Their recommendation is then forwarded to the area Dean and, when appropriate, the VCAA. After reviewing both the proposal and the Chair's evaluation, the Dean and/or VCAA forward only those applications considered worthy of professional leave, together with their own evaluation and comments, to the Provost.**

4.2 As indicated, professional leaves are granted on the basis of the merit of leave projects, in particular, the value of the project to the University.

4.3 Final decisions are made in the Office of the Provost by the authority of the President and Board of Regents.

## RETRAINING LEAVE GUIDELINES

### 2026-2027

#### 1. Eligibility

- 1.1 Retraining leaves, like professional leaves, are competitive. Upon submission of an acceptable leave proposal and the fulfillment of other conditions provided below, retraining leave may be granted to permanent faculty and administrative professional staff.
- 1.2 Applications will be accepted for the purposes:
  - a) of providing opportunities for permanent employees who are part of programs that are experiencing declines, to prepare themselves for entry into a unit that has demonstrated a need for added employees with specific qualifications; and
  - b) of providing opportunities for advancing and refining the level of expertise of employees in ongoing programs.
- 1.3 Applications for retraining leave will be considered only from employees who have completed at least five years of active service to Washington State University (academic or annual) at the time the leave is to be effective and who have completed at least five years of service between leaves. The amount of prior service on a temporary appointment at WSU applicable to professional leave will be determined by the Provost. Tenure-track faculty members must have been granted tenure to be eligible for retraining leave.

#### 2. Conditions

- 2.1 Retraining leave is not granted to an employee for the primary purpose of working toward an advanced degree. Under unusual circumstances, retraining leave may incidentally result in attainment of an advanced degree; in such cases, the leave is awarded on the proposed training, without reference to the acquisition of the advanced degree.
- 2.2 Salary policies and rates are the same as those for professional leaves unless continued employment is dependent upon retraining.
  - 2.2.1 An academic or annual employee may be released for one semester or six months at full base pay, exclusive of administrative stipends.
  - 2.2.2 For leaves exceeding one semester or six months for academic and annual employees, respectively, the remuneration will be 75 percent of their base salary, exclusive of administrative stipends.
  - 2.2.3 If continued employment is contingent upon retraining, the remuneration shall be 100 percent of the base salary.

- 2.2.4 Employees on split appointments are eligible for state remuneration on only that portion of their base salary which is permanently covered by state funds.
- 2.3 Retirement deductions and matching contributions will be at the same percent rate for the salary paid, and the retirement service credit will be one semester (academic) or six months (annual) for the professional leave period. Employees may supplement the retirement and monthly long-term disability contributions to the level contributed prior to their salary reductions. Retirement service credit is unaffected by paid leave.
  - 2.3.1 Employees on retraining leave accrue annual and/or sick leave.
- 2.4 Payment for administrative duties is discontinued during a retraining leave.
- 2.5 State funding must not support travel to and from your retraining leave location.
- 2.6 Employees are not allowed to hold other employment during the period of retraining leave for which the University salary is paid.
- 2.7 An employee on professional leave is relieved from WSU teaching, research, administrative functions, and committee work for the leave period so that their full time may be devoted to the purpose for which the leave is granted. However, the employee remains bound to standards regarding promotion and tenure, including participating in promotion and tenure reviews, requirements concerning ethics in public service, and standards regarding faculty conduct (including research misconduct) as set forth in the Faculty Manual. Employees on professional leave must also be included in the formal annual review process, and are bound by the University's Intellectual Property Policy. They cannot sign any agreement that assigns intellectual property to another organization. Faculty members are required to disclose intellectual property to the University. A faculty member should contact the Office of Commercialization prior to the beginning of the leave if intellectual property will be generated during the leave, or as soon as potential generation is realized if previously unanticipated opportunities occur.
- 2.8 Retraining leave may not be granted where the ongoing programs of instruction, research, or extension will be jeopardized. Administrative supervisors must attest to "no adverse effects." (See 3.1.2 below.)
- 2.9 If after a leave has been awarded, significant changes are made in leave objectives, dates, locations, study procedures, or other important aspects of the project design, these changes must be approved by by the Department Chair or School Director (or equivalent), the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable), the employee's administrator, the Dean, VCAA (if applicable) and the Provost. Date changes may result in a salary adjustment in alignment with the salary guidelines outlined above. .
- 2.10 An employee receiving a retraining leave must return to active duty immediately following the leave for a period at least equal to the length of the leave or reimburse the University for salary and benefits paid during the leave (see 3.1.1.13).

- 2.11 Unless special provisions are made, the employee must submit a written summary of work completed during the retraining leave. The summary should explain the leave plans, the new knowledge generated by the leave, the ways in which this new knowledge will be used in continuing their institutional responsibilities, the impact on their research direction and the research of graduate students supervised, and any other benefits to the University as a result of the leave. Please be specific about the impact on teaching (e.g., course titles and number of students taught). Describe publications, products, exhibitions, and presentations resulting from the project (e.g., titles, journals, dates). Also, describe any funding that resulted from the project (e.g., project titles, funding sources, amounts of grants). The report should be submitted through the Department Chair or the appropriate immediate administrator to the Dean. A second copy should be sent directly to the Provost's Office. Reports are due in the Provost's Office by April 1 for those who return from leave on approximately January 1 (e.g., those on leave for the Fall semester only), and on November 1 for those who return from leave on approximately August 16 (e.g., those on leave for the Spring semester or for the full academic or annual year). Reports need not be lengthy and should not exceed two pages.

### 3. Application and Supporting Documents

- 3.1 An employee requesting retraining leave must submit the following documentation through the appropriate administrative channels to the Office of the Provost.

- 3.1.1 **A completed application** (please see <https://provost.wsu.edu/guidelines-and-forms/> for an application form) **approved by the Department Chair or School (or equivalent), the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable) describing the proposed leave project in terms of the following items:**

- 3.1.1.1 Full Name.
- 3.1.1.2 Department and Campus/Location.
- 3.1.1.3 Official Title.
- 3.1.1.4 Basis of present employment (academic or annual; part-time or full-time; State or extramural funding).
- 3.1.1.5 Date of initial employment to permanent position in University.
- 3.1.1.6 Dates of previous professional or retraining leaves including a summary of where such leaves were spent and the academic accomplishments during each leave.
- 3.1.1.7 Period of leave covered by application.

- 3.1.1.8 Abstract of project, not to exceed 50 words. Summarize the proposed activities in clear, concise language understandable to a person outside your discipline. Project locations must be indicated.
- 3.1.1.9 Detailed statement of leave plans (maximum of 5 pages with standard margins and font). Describe the professional activities to be undertaken in terms that an educated reader from outside your field can understand. Specify clearly and fully the purpose and significance of the retraining leave, including a concise statement of the objectives and your aims in undertaking this retraining. Describe what you plan to do during the award period. Identify the location of the work and the persons, foundations, institutions, departments, and/or organizations (if any) with whom you will work. Describe the results that your retraining leave will have. Include, when possible, the time sequence for completion of individual project segments. Also, explain why this retraining requires a time commitment beyond that involved in normal job responsibilities.
- Please remember that retraining leaves are competitive. The quality of your proposal will be evaluated against the following criteria: value of the project, including its originality and potential contribution; need for retraining; adequacy and feasibility of the project in relation to the length of the leave period; clarity and completeness of the proposal; project's potential for contributing to the applicant's professional development; and potential for disseminating and/or applying anticipated achievements through publications, presentations, and development of curricular and instructional activities.
- 3.1.1.10 Indication of salary during the leave period and source of funds, including those from the University and outside funds for which application has been made. All requests for leaves must be accompanied by an effort to secure external funding for those in disciplines where funding is an expectation. Please list the funding agencies to which you will apply during the retraining leave.
- 3.1.1.11 Indication of previous work in the area of retraining specialty, including bibliography of applicant's publications or related efforts.

- 3.1.1.12 Statement regarding the value of the project in terms of benefits to the University following the leave period. How will this retraining contribute to your professional development? For example, how will it contribute to your teaching (be specific with course titles, number of students taught)? How will it contribute to your own scholarly development? How will this project benefit your department, college, and/or the University as a whole? The likelihood that the project will contribute to the quality of the University will be used as a criterion in evaluating proposals.
- 3.1.1.13 **A signed contract** agreeing to 1) submit a report of the retraining activities through the normal administrative channels by the due date and 2) to reimburse the University for all salary and benefits compensation received during leave if you fail to conform to the return requirement.
- 3.1.1.14 Please attach a curriculum vitae that provides, at a minimum, information about progress since the last professional or retraining leave, if any. The professional productivity of the applicant will be taken into account when evaluating applications for professional leaves. For example, in the case of faculty member, productivity will be judged by such factors as quantity, quality, and consistency of professional products, in relation to field and years of academic service; and quality and quantity of work supported by previous leaves. Other academic achievements and contributions will also be considered. These other achievements include awards, fellowships, grants, offices, and other honors; consultantships, editorial assignments, review assignments, and other invitations that imply peer recognition; and conferences, displays, guest lectures, and other professional contributions.
- 3.1.2 **A signed statement by the Department Chair or School, the Campus Academic Director (as applicable), the Dean, and the campus VCAA (as applicable), reading:**
- “This professional leave is recommended with the understanding that the departmental or area operations will not be jeopardized by the awarding of this leave and that the granting of this leave will not result in any additional dollar cost to the University.”**
- 3.1.3 Signed statements from facilities and persons important to the success of the leave project to demonstrate their availability during the leave period. (Notification of admission is acceptable.)

- 3.2 Retraining leave proposals should be properly signed, routed, and received by the Provost no later than one semester for academic year appointees and six months for annual year appointees before the leave is to begin. Applications may be filed for consideration in shorter periods when extraordinary and meritorious circumstances create an unexpected opportunity for such leave to be of value to the individual and WSU.

#### 4. Project Evaluation

Retraining leaves are granted on the basis of consideration of merit and applicability of new skills and knowledge to be gained to the needs of the University.

- 4.1 Final decisions are made in the Office of the Provost by the authority of the President and Board of Regents.