

## **Guidelines for Faculty Submitting Professional Leave of Absence Requests**

If you are a faculty member seeking a professional leave of absence per the Faculty Handbook, please submit your formal request to your dean.

Before submitting your request letter to your dean, please take the following steps:

1. Review the [Leaves of Absence and Vacation](#) module of the Faculty Handbook.
2. Confirm that you have returned to the university for at least one year since your last professional leave of absence, leave of absence for academic study, sabbatical, or full-time non tenure-track faculty fellowship.
3. If you are on the tenure-track and you are thinking of requesting a tenure clock extension, review and follow the [Policy on Tenure Clock Extension](#), which includes information about eligibility and the application process.
4. Discuss your potential leave with your unit head, and if you are jointly appointed, with the head of your secondary unit/college as well.

Please include the following information in your request letter to your dean:

1. Your name, title, and department;
2. The exact start and end dates of your last professional leave of absence, leave of absence for academic study, sabbatical, or full-time non tenure-track faculty fellowship;
3. The exact start and end dates of your requested leave;
4. Whether your requested leave will be paid or unpaid;
5. A brief description of your planned activities during your requested leave;
6. Your expectations for research during the leave;
7. Whether you are requesting payment from Northeastern during the leave, and if so, the details about such payment;

Please note that your unit may require you to provide additional information in your request letter to your dean.