## **Hixson-Lied College of Fine and Performing Arts**

Faculty leave of absence information form

This form must accompany the application form for Leave of Absence or Faculty Development Fellowship, available at <https://executivevc.unl.edu/policies-bylaws/leaves>. The applicant should provide information for sections I and II and consult with the School Director to complete section III.

Applicant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## I. Committee Service

Please list all school, college, or university committees to which you will be appointed or elected during the period of your proposed leave of absence. For each, indicate whether you intend to continue your work on the committee while you are on leave or whether a substitute will be needed.

## II. Scheduled Teaching

Please list all courses (with prefix, course number, and title, e.g. “MUSC 165 Music Theory I”) that you would normally expect to teach during the period of your proposed leave of absence.

## III. Coverage of committees and teaching

The School Director will consult with the faculty member to provide the following information:

1. How will committee service be covered in the applicant’s absence?
2. How will the applicant’s scheduled teaching be covered?
3. Where will any necessary additional resources come from to cover the applicant’s responsibilities during leave?