

**Application for Professional Reassignment Leave in the Libraries**

**Eligibility:** Professional Reassignment Leaves are granted to members of the instructional staff who serve in the libraries in the titles of Professor, Associate Professor, Assistant Professor, Instructor and Lecturer.

**Note:** Only 50 such leaves are granted University-wide during each academic year (September 1 through August 31).

**Purpose:** Application for a Professional Reassignment Leave may be made to engage in research, scholarly writing, and other recognized professional activities that enhance the member's contribution to the University.

**Duration:** Application may be made for a Professional Reassignment Leave for a period of up to five (5) weeks, which need not be consecutive, if the nature of the project so requires.

**Applications are due June 1 for leaves to be taken between September 1 and January 31.**  
**Applications are due December 1 for leaves to be taken between February 1 and August 31.**

**I. Employee Information**

College

Name  Empl ID

Title  Department

Date of initial appointment to the University

Date of appointment to current title

**Indicate dates and purpose of all previous leaves for the prior ten (10) years. Attach pages, as necessary**

Date from	<input type="text"/>	Date to	<input type="text"/>	Purpose	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Purpose	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Purpose	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Purpose	<input type="text"/>
Date from	<input type="text"/>	Date to	<input type="text"/>	Purpose	<input type="text"/>

**II. Professional Reassignment Leave Information**

**A. Duration and dates of the proposed leave: Check one only**

Consecutive Working Days (up to 5 calendar weeks)      Date from  Date to

Non-consecutive Working Days

Date from  Date to

Date from  Date to

Date from  Date to

Date from  Date to

Date from  Date to

**B. Briefly describe the purpose or purposes of the proposed Reassignment Leave :**

*(Attach additional pages, as necessary)*

**C. Briefly describe how this purpose will contribute to the University:**

*(Attach additional pages, as necessary)*

**D. List the location (s) where the activities associated with the proposed Reassignment Leave will occur:**

*(Attach additional pages, as necessary)*

**E. Outside sponsorship and/or service**

*(Attach additional pages, as necessary)*

i) Will any of the activities associated with the proposed award be sponsored or facilitated by an institution other than The City University of New York?

 No Yes

*If yes, please name the institution(s) and describe the nature of the sponsorship or facilitation (i.e., laboratory privileges, use of private archives or collections, collaboration with staff, etc.*

ii) Do you anticipate performing a service for any institution other than The City University of New York during the proposed leave?

 No Yes

*If yes, please name the institution(s), describe the service which you anticipate performing*

**III. Attestation of Applicant:**

I acknowledge the following:

1. Professional Reassignment Leave applications are processed in accordance with the policies of the Board of Trustees of The City University of New York and the Agreement between the Professional Staff Congress and the City University of New York.
2. The information provided is accurate. Should the stated purpose of my leave change, or become unable to be accomplished, even if I have commenced the leave, I shall immediately notify the Secretary of the College Personnel & Budget Committee (P & B) in writing. Should the president determine that the purpose of the leave is no longer served, the leave may be terminated, with the assignment of appropriate duties at the college, or other appropriate action.
3. During the period of the Reassignment Leave, I will be paid at 100% of my biweekly salary rate.
4. Within thirty (30) days following the expiration of my Reassignment Leave, I shall submit to my department chairperson a summary, in writing, of my relevant activities during the leave.
5. I acknowledge that my obligation under The City University of New York Intellectual Property Policy to disclose to the University any University-owned intellectual property extends to intellectual property that I create during this leave.
6. I understand that while on leave, employment within or outside the University is prohibited, unless such involvement is integral to the purpose for which the leave is granted, or there is a compelling justification, and may be engaged in only with prior approval of the president.

Signature \_\_\_\_\_

Date

**Contact information during the Reassignment Leave:**

Address

Tel.:

City  State  Zip Code

email \_\_\_\_\_

Country

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**IV. To be completed by the Department Chair**

**Briefly describe how the applicant's stated purpose for the Reassignment Leave is consonant with the mission of the department and college:**

**How does the department intend to cover the applicant's courses and related responsibilities at the college during the period of the proposed leave:**

**V. Recommendations of Personnel & Budget Committees:**

*(Department, Division, School, etc.)*

*Note: Approval of the Professional Reassignment Leave is an endorsement that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the Professional Reassignment Leave.*

<input type="checkbox"/> Recommend <input type="checkbox"/> Not recommend	<input type="checkbox"/> Recommend <input type="checkbox"/> Not recommend	<input type="checkbox"/> Recommend <input type="checkbox"/> Not recommend
Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>
Title <input type="text"/>	Title <input type="text"/>	Title <input type="text"/>
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

**VI. Recommendation of the College Personnel & Budget Committee:**

Recommend    Name

Not recommend    Title

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VII. Recommendation of other College Committees/Offices (as applicable):**

Recommend    Name

Not recommend    Title

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VIII. Recommendation of other College Committees/Offices (as applicable):**

Recommend    Name

Not recommend    Title

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Leave Dates Noted**

HR Director   
Signature \_\_\_\_\_

Date \_\_\_\_\_

Chancellor's University Report Date