**APPLICATION FOR FACULTY PROFESSIONAL IMPROVEMENT LEAVE**

**ACADEMIC YEAR**

***(Applications are due to the Campus President by Friday, October 17, 2025)***

*DATE:*       *ENTER YOUR DEPARTMENT/DISCIPLINE:*

*NAME:*       *EXT:*

1. *LEAVE PLAN: A*  *B*  *C*

*ACADEMIC SEMESTER: FALL*  *SPRING*  *FULL ACADEMIC YEAR*

1. PILs are governed by the CCC/AAUP AGREEMENT 2025 to 2028, Article 13. All requirements must be carefully adhered to.

Documents needed to complete the application and the final report are available on

My Tri-C Space.

Log onto My Tri-C Space

Scroll down to the Faculty Training & Development Card

Click on Faculty Central Website

Click on Full-time Faculty Resources

Click on Faculty Forms

Scroll down to Professional Improvement Leave to find the following PIL documents:

* PIL Application (Form A)
* PIL Instructions (for completing Form A)
* PIL Report (Form B)

1. Applications must address the planned purpose, planned objectives and expected outcomes, planned activities, and expected value/benefits to the applicant, applicant’s discipline, applicant’s students, and the College. Each of these headings should be addressed separately and in that order in the narrative. That narrative must be attached to this cover sheet.
2. Any human subjects research must receive Institutional Research Board (IRB) approval.

**Signature of the Applicant**

**Signature of the Associate/Assistant Dean**

**Signature of the Campus President**

**FORM A**

**(To be submitted with application)**

Faculty Member Name:

Department Name:       Ext:

Leave Plan: A  B  C  (choose one)

Starting Date:       Ending Date:

Project Title:

**Project Abstract** (Limited to 250 words):

1. Planned Purpose: (use additional sheets as needed)

1. Planned Objectives and Expected Outcomes: (use additional sheets as needed)

1. Planned Activities: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant’s Discipline: (use additional sheets as needed)

1. Expected Value/Benefit to the Applicant’s Students: (use additional sheets as needed)

1. Expected Value/Benefit to the College: (use additional sheets as needed)

**Date Leave Approved:**