**WELLESLEY COLLEGE**

**APPLICATION FOR PROFESSIONAL DEVELOPMENT LEAVE**

* ISLs, senior ISLs, lecturers, and senior lecturers are eligible to apply for competitive one-semester professional development leaves after six consecutive years of service at the college.
* While “professional development” is broadly construed, these leaves are intended to support activities or projects that will enhance an applicant’s teaching. In addition to the quality of the proposal, other criteria that may be considered include whether the proposal requires a semester of leave, the likelihood of completing the project, and the relevance of the proposal to the applicant’s work at the College.
* No individual will be eligible to have such a leave more than once every seven years.
* Applicant must have a strong record of teaching and service.

**Name** **Rank** **Dept/Program**

**[ ]  I have informed my department chair/program director that I am applying for this leave.**

**Years of service at College\_\_\_\_\_\_ Date of last professional development leave (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requesting leave in:** **[ ]  Fall 2024** [ ]  **Spring 2025**

1. **PROJECT TITLE**

**2. CURRICULUM VITAE.** Attach a current CV, noting any work that arose from your last supported leave (if applicable).

1. **PROPOSAL.** Attach a 3-5 page detailed proposal, including project description, and make clear the relevance of your project to your professional experience, your future professional development, and your teaching. Describe your work to date on the project. Include information about where you will be spending your leave (e.g. labs and/or field sites) and relevant bibliography. Since the proposal will be read by members of the CFA who are not necessarily specialists in your field, please write in terms comprehensible to the non-specialist.