

Request for Transitional Terminal Leave

Only tenured faculty and permanent status Librarians are eligible for transitional terminal leave. These arrangements require approval of the President, as is detailed in the relevant USM and TU policies. Request for transitional leave should be submitted to the PBO in the fall semester one year preceding the start of the requested leave period. The signed final agreement should be returned to PBO by January 31st.

Please see the relevant policies and information on transitional terminal leave, at:

<https://www.towson.edu/about/administration/policies/02-02-10-policy-transitional-terminal-leave-faculty.html>

and

<https://www.towson.edu/provost/academicresources/documents/flexibleworkarrangementsretirementtransition2025.pdf>

Name:

Rank:

College:

Department:

Current Workload:

Semester(s) of last sabbatical:

(not eligible if on sabbatical during the academic year preceding the transitional terminal leave):

Transitional Terminal Leave Period Requested:

Approved Workload during transitional terminal leave period

Please work with your department chair and dean to develop a description of what specific work you will be doing over the semesters. Workload can comprise of any combination of instruction/teaching, and/or service, and/or scholarship so long as it is at least 25% of a full-time FTE load, is spread evenly across both semesters, and is approved by both your chair and dean.

(a) Teaching

(b) Service

(c) Scholarship/Research

(d) Other

Faculty:

Date:

Department Chair:

Date:

College Dean:

Date: