

March 1, 1995

## **ADMINISTRATIVE MEMORANDUM NO. 6**

To: Vice Presidents, Deans, Directors, Department Chairs, and Other  
Administrative Officials

From: Gordon H. Lamb, President

Subject: Educational Leave for Administrators  
(Department Chairs, Level I-V Administrators and Academic Support  
Professionals)

Educational Leave Opportunities are offered in accordance with BGU Regulations and provisions of the UPI-BGU Collective Bargaining Agreement. Applications are invited with the understanding that awards are contingent upon the ability of the University to support them.

The application process is as follows:

- a. The President's Office requests Educational Leave applications annually. The application form includes an explanation of the procedures and indication of the number of available awards for approved proposals. The employee's immediate supervisor and the appropriate vice president are asked to sign for the purpose of verifying that the arrangements for covering the employee's duties in the event of an award are acceptable, and that the proposal is consistent with the goals of the vice-presidential area.
- b. The applications receiving a favorable endorsement from the appropriate vice president will be forwarded by the Office of the President to either the A&P Council or the Advisory Committee on Faculty Awards for review and ranking as to relative quality.
- c. The A&P Council and the Advisory Committee on Faculty Awards will forward their advisory rankings and the applications to the Office of the President for review and discussion with the vice presidents prior to the decision on leaves to be awarded.