

Outgoing CCSU Faculty Exchange Request Form

Office of Academic Affairs and the Center for International Education
Central Connecticut State University

Due no later than: **February 1** for Fall Semester
 July 1 for Spring Semester

Please contact the Center for International Education, your Department Chair, and the Dean of your School prior to submitting this form.

Applicant Information *(please respond in full to all sections below).*

Name: _____

Academic Department: _____

Telephone numbers: _____

office

home

cell

Dates of Proposed Exchange: _____

University to be visited: _____

(attach the invitation letter you received from the inviting university; specify if this is a CCSU Partner school with an approved agreement)

Statement of purpose of proposed exchange visit:

Describe the nature of your activities while on exchange:

How will this exchange benefit CCSU?

How will this exchange benefit your scholarship?

In order for your Chair and Dean to plan for course coverage, list the CCSU courses you would normally have taught at CCSU during this period:

Funding Information

Identify all University financial support/benefits you are requesting during the proposed exchange period:

- Continuation of full University salary and fringe benefits
- Request unpaid leave of absence (pursuant to terms of Collective Bargaining Agreement)
- Travel funds: Source: _____ Amount: \$ _____
Source: _____ Amount: \$ _____
Source: _____ Amount: \$ _____
- Other (explain): _____

Signatures

Applicant

Date

Department Chair

Date

Chair: If this exchange is approved, please indicate how you plan to cover the courses that the faculty member would normally have taught on campus.

Academic Dean

Date

Comments:

CIE Director

Date

CIE: Indicate what assistance will be provided to the faculty member if the exchange is approved.

Provost/Vice President for Academic Affairs

Date

Routing - Once the Applicant has obtained the signatures of his or her Chair and the Dean, the signed original and attachments, as appropriate, should be forwarded to the Center for International Education for routing to the Provost. If approved, the CIE will send copies to all parties above, and to the Chief Human Resources Officer.