

### Letter of Agreement from Department Chair

To: The Humanities Institute Faculty Fellowship Review Committee:

As Chair of my department, should his/her application to the University at Buffalo Humanities Institute Faculty Fellowship be successful, I offer my approval for faculty member:

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to be placed on Research Leave for the following academic semester:

- Fall 2025       Spring 2026

I understand that a research leave request will need to be submitted to the CAS Human Resources team for processing.

I understand that funds will be provided to cover course replacement costs at the applicable base adjunct instructor rate per 3-credit hour course at the time of the leave, directly from the Office of the Dean of the College of Arts and Sciences through submission of the "Course Release Funding Request" form (which will be provided upon determination and acceptance of awardees), as state operating budget funds to the department temporary service adjunct account (420093-XX for most departments).

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Chair Signature

Date

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Chair Name (printed)

Department

Questions or concerns?

Contact Maki Tanigaki via email at [huminst@buffalo.edu](mailto:huminst@buffalo.edu) or by phone (716) 645-2591