

REQUEST FOR FACULTY LEAVE COVER SHEET
(Must be included with ALL leave requests)

Name : _____

Duration of Leave Request Submitted:

Title: _____

Year: _____

Department: _____

Semester(s) (circle): **FALL** **SPRING**

Department Heads must submit leave requests in **HARDCOPY** to Office of Associate Dean for Academic Personnel, 312 Ayres Hall, Campus 1330. Electronic submissions will **NOT** be accepted. Select the type of leave **AND** include all required documentation with leave request.

Faculty Development Leave (FDL) (due to College by the first business day in October of year before the AY in which the FDL is requested):

- FDL Leave Contract/Fringe Benefits Sheet
- Tennessee Consolidated Retirement System (TCRS) Form
- FDL Proposal (Section G, Items #2-8 on Provost's FDL website <http://provost.utk.edu/faculty-leave/>)
- Letter of approval from the Department Head/Director per the approval process
- CV, including dates of employment at the University of Tennessee, & dates of previous professional leaves

Zero-Teaching Assignment (ZTA) (due to College at least 3 semesters in advance of requested leave):

- Pre-tenure ZTA** **Administrative Service ZTA**

- College Leave Request Form – service and research obligations still expected.
- Letter of Support from Head detailing how curricular needs will be met & how student research supervisions & service commitments will be satisfied

Faculty Modified Duties Assignment (FMDA) (due to College as early as possible in advance of leave requested):

- For FMDA due to childbirth, adoption, or foster care:**

- Memo from faculty member requesting the leave
- Memo from Head supporting the requested leave, detailing how curricular needs will be met, & outlining the modified duties expected of the faculty member

- For FMDA due to reasons other than childbirth, adoption, or foster care:**

- Medical Documentation should be submitted directly to OED before a FMDA is requested from the College.
- Memo from Faculty member requesting the leave
- Memo from Head supporting the requested leave, detailing how curricular needs will be met, & outlining the modified duties expected of the faculty member

Educational Leave of Absence (LOA) (due to College at least 3 semesters in advance of requested leave):

- College Leave Request Form
- TCRS Form (if applicable)
- External or internal funding letter – likely will be submitted after leave request

Course Banking (CB) (due to College at least 3 semesters in advance of requested leave):

- College Leave Request Form
- Letter of Support from Head detailing how curricular needs will be met & how student research supervisions & service commitments will be satisfied