

# REQUEST FOR APPROVAL OF FACULTY LEAVE

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Department)

Date of tenure track UTK appointment: \_\_\_\_\_

## History of FDLs, Zero Teaching Assignments (ZTA), and other Leaves of Absence (LOA):

<i>Academic Year</i>	<i>Dates of Leave</i>	<i>Type of Leave</i>	<i>Paid or Unpaid?</i>	<i>Sources of Funds if paid</i>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Leave requested for: Year: \_\_\_\_\_ Semester(s) (circle): FALL SPRING

Leave is requested from: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Location during leave: \_\_\_\_\_

Will you be requesting supplemental funding for In-Residence Fellowship Awards? \_\_\_ Yes \_\_\_ No

Annual salary at the time of request for Leave of Absence: \_\_\_\_\_

Leave request is for \_\_\_ paid or \_\_\_ unpaid leave of absence. (Check one.)

### For requests for **unpaid** leaves, please give brief statement of purpose of leave:

*Unpaid leaves are those leaves during which the faculty receive **no** salary paid through the UT payroll system. If a research grant/fellowship will **flow through UT to the faculty**, the faculty should request a **paid** leave of absence. That is, if a faculty is to receive pay (regardless of the source) through UT's payroll system during the requested leave (i.e., salary is **not paid directly to the individual by an external entity**), the faculty should request a paid leave of absence from the University.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For **paid** leaves of absence, monthly amount of salary proposed to be paid during leave: \_\_\_\_\_

**Sources and amounts of funding available:**

1. **Extramural sources anticipated:** \_\_\_\_\_ (*monthly* amount to be received from external source)

List agencies to which funding applications have or will be submitted for support of paid LOA:

\_\_\_\_\_

2. **Non-CAS Internal sources available:** \_\_\_\_\_ (e.g. UTHC, Chancellor's Grants, etc.)

\_\_\_\_\_

3. **CAS support requested:** \_\_\_\_\_ (*monthly* amount requested)

**To request a leave with partial or full pay from UT**, please give an explanation of service(s) rendered which justify any compensation to be provided by UT. (Use another sheet of paper if necessary.) **For those semesters in which you have banked courses, please specify all courses taught (indicating which course was banked) and disclose the 14 day enrollment of each course.**

Year \_\_\_\_\_:

Fall courses: \_\_\_\_\_

Spring courses: \_\_\_\_\_

Summer (if unpaid): \_\_\_\_\_

Year \_\_\_\_\_:

Fall courses: \_\_\_\_\_

Spring courses: \_\_\_\_\_

Summer (if unpaid): \_\_\_\_\_

Year \_\_\_\_\_:

Fall courses: \_\_\_\_\_

Spring courses: \_\_\_\_\_

Summer (if unpaid): \_\_\_\_\_

Please indicate your current citizenship/visa status:

US citizen     US permanent resident     Foreign national under immigration sponsorship

Are you in the process of applying for US permanent resident status?     Yes     No

*International faculty under immigration sponsorship may be subject to restrictions on leaves due to immigration regulations and should consult with CIE before submitting a leave request.*

*To be completed by the Department Head:*

**List below courses normally taught by the faculty requesting leave. Specify how these courses will be handled during the leave of absence.**

<i>Courses normally taught</i>	<i>Semester normally offered</i>	<i>How will courses be covered during leave?</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please explain how service activities for which the requesting faculty is responsible will be handled during his/her leave of absence:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request for Leave Approved:**

_____	_____
Faculty Member Requesting Leave	Date
_____	_____
Head of Department	Date
_____	_____
Dean of the College *	Date
_____	_____
Vice Provost	Date

**Please return this form to: Office of the Associate Dean for Academic Personnel  
College of Arts & Sciences  
312 Ayres Hall  
CAMPUS 1330**

*\* For leaves funded by external fellowships/grants/awards: final College approval is contingent upon the awarding of the external funding requested, and the unit's ability to fulfill teaching and service obligations while the faculty member is on leave.*