

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.*