

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

Name : _____

Duration of Leave Request Submitted:

Title: _____

Year: _____

Department: _____

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

Leave requests should be submitted via e-mail to Jennifer Donley at jmbarnet@utk.edu.

Select the type of leave **AND** include all required documentation with leave request in a **single PDF**.

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 with statement describing specific project/opportunity for period of leave

Letter of Support from Head detailing how curricular needs will be met & how student research supervisions & service commitments will be satisfied

Approval: _____

Dean Signature

Date