

REQUEST FOR FACULTY LEAVE or TEACHING RELIEF
Faculty of Arts and Sciences

- **ALL ladder faculty** requesting an academic leave must submit this form to the department chair by **November 17, 2017**. **Tenure-track faculty** applying for Junior Faculty Fellowships, Morse Fellowships, or Associate Professor Leaves must also have submitted the research proposal to the department chair by **October 23, 2017**.
- **Non-ladder faculty** applying for the Professional Development Leave must submit this form by **December 1, 2017** along with the project proposal as described online at <http://fas.yale.edu/instructional-non-ladder-faculty-professional-development-leave>.

Leave descriptions and policies are available in the *Faculty Handbook* online at <http://provost.yale.edu/faculty-handbook>, section XVII, *Leaves of Absence: University-wide*.

Name: _____ **Rank:** _____

Department: _____

Kind of leave /relief requested: _____

Period of leave: _____ **If Other, please explain:** _____

Research leaves: Please describe your goals for this leave and attach an updated CV.

Applications made for external support to: _____

Leaves of absence in the last seven years:

<u>Kind of Leave</u>	<u>Period of Leave</u>

Faculty member signature: _____ **Date:** _____

Chair signature: _____ **Date:** _____

Department: Please send completed forms to Diane Rodrigues, diane.rodrigues@yale.edu.

From the Faculty Handbook, section XVII: "Leave is a privilege, not a right. Eligibility for a leave according to the policies spelled out below does not in itself constitute entitlement to that leave. No leave will be granted without the approval of the Dean of the FAS and the applicable department or program chair (in the Faculty of Arts and Sciences) or Dean (in the professional schools), in consultation with the Office of the Provost. A leave generally will be granted only if the department or program chair and Dean, are assured that the leave will not have adverse effects on the department's, program's or school's teaching, research program, or clinical or administrative responsibilities.

A significant exception to this condition exists in that Morse Fellowships, Junior Faculty Fellowships, and Associate Professor Leaves – where the benefit to the faculty member is paramount – will not be disallowed or delayed by reason of adverse effect on the department, program, or school. A faculty member may be denied a leave if, during the period since the initial appointment or the prior leave, he or she has not adequately met his or her responsibilities to teaching, research, clinical work, and administrative service."

* Leaves and teaching relief that qualify for a term extension.

^ Additional documentation required. Refer to <http://facultyadmin.yale.edu/resources/leaves-teaching-relief>.