

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

Instructions for handling this form: Download this form and save it on your computer. Complete all fields. You may either add an electronic signature or print and sign. If you add an electronic signature, send the completed form to your department chair as an email attachment. If you print and sign, submit the paper form to the chair or chair's assistant.

**ALL ladder faculty, both tenured and tenure track**, requesting an academic leave must submit this form to the department chair by **November 12, 2019**.  
-**Tenure-track faculty** should refer to the additional instructions online at <https://fas.yale.edu/book/faculty-leaves>.  
-**Instructional (non-ladder) faculty** applying for the Professional Development Leave must submit this form by **December 2, 2019** 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:** \_\_\_\_\_

**Comments:**

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

**Teaching Relief for Child Rearing** - Provide the date (past or projected) of the birth or adoption.

**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](mailto: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>.