

REQUEST FOR FACULTY LEAVE or TEACHING RELIEF
Yale University Professional Schools

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. Submit the completed form to your school dean either as an email attachment or paper copy.

Note: All faculty requesting an academic leave for 2023-24 must submit this form to the dean by **November 7, 2022**. Tenure-track faculty applying for Junior Faculty Fellowships or Associate Professor Leaves should also have submitted the research proposal to the dean.

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: _____

School: _____

Kind of leave /relief requested: _____

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

Comments:

Research leaves - Please describe your goals for this leave.

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's

signature: _____ Date: _____

Dean's signature: _____ Date: _____

Dean's Office: Please send completed forms to Diane Rodrigues, diane.rodrigues@yale.edu.

From the Faculty Handbook, section XVII.A.1: "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 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 for ladder faculty only.

^ Additional documentation required. Refer to <https://facultyadmin.yale.edu/academic-career-events/leaves-teaching-relief>.