The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Office of Faculty Administrative Services (OFAS)

Monthly Information Session

November 15, 2019

Agenda

Reminders and Updates

Interfolio updates

Faculty Leaves, Teaching Relief, and Work Reduction

- **Types and Eligibility**
 - **Policies**
 - **Procedures and Timelines**
-

Reminders and Updates

All requests for on-demand payments must be submitted to OFAS (faculty.admin@yale.edu) to insure that the transaction has been accurately entered or corrected in Workday.

OFAS will submit to Payroll for processing.

Yale Form 3501 FR.40B
Payroll Payment Adjustment Form
Revised 7/12/2017

All fields must be complete to process payment. Submit all forms to: employee.services@yale.edu
For questions, contact Employee Service Center: 203-432-5552

Employee and Paycheck Information				
First Name:		Last Name:		M.I.:
Cost Center:		Department:		
UPI or Assignment #:		Payroll:	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly	
Paycheck Date (DD-MON-YYYY):		Pay Period End Date (DD-MON-YYYY):		
Current employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Gross Amount of Underpayment:				
Explanation (required):				
Pay Component/Element:				
Preparer Name:		Phone:		Date:

☐ Add to next paycheck – Non-hourly employees
OR
☐ Request On Demand Payment – Available only if underpayment is 10% or more of regular gross pay.

Required (for either selection): Number of hours for which pay is due: _____ Hourly rate: _____
Do not enter hours via Time Entry or Kronos. Hours will be entered by Payroll.
If hourly pay On Demand Payment is for a semi-monthly or weekly employee, enter charging instructions below:

Cost Center	Program	Project	Gift/Grant/Yale Designated	Fund

Reminders and Updates

Updating faculty directory information



Supervisory org must update record in Workday

[< back to search](#)

Andrew Bridy [NetID adb68]

Lecturer

→ Defaults to Job Profile

EMAIL: andrew.bridy@yale.edu

UPI: 17620721

UNIT: FAS Other FAS and Academic Departments

DEPARTMENT: FASPC Political Science

↓
Limited to supervisory org and
affiliated academic unit

PHYSICAL LOCATION:

115 Prospect Street
New Haven, CT 06511

[Map It](#)

BUILDING/DESK:

Rosenkranz Hall

MAILING ADDRESS:

Mathematics
PO BOX 208283
New Haven, CT 06520-8283

Reminders and Updates

Updating faculty directory information

Bridy, Andrew Donald

Lecturer

Actions

Email Team

Summary

Academic

Job

Compensation

At A Glance **Current Appointments** Appointment History Period Work Status

Add

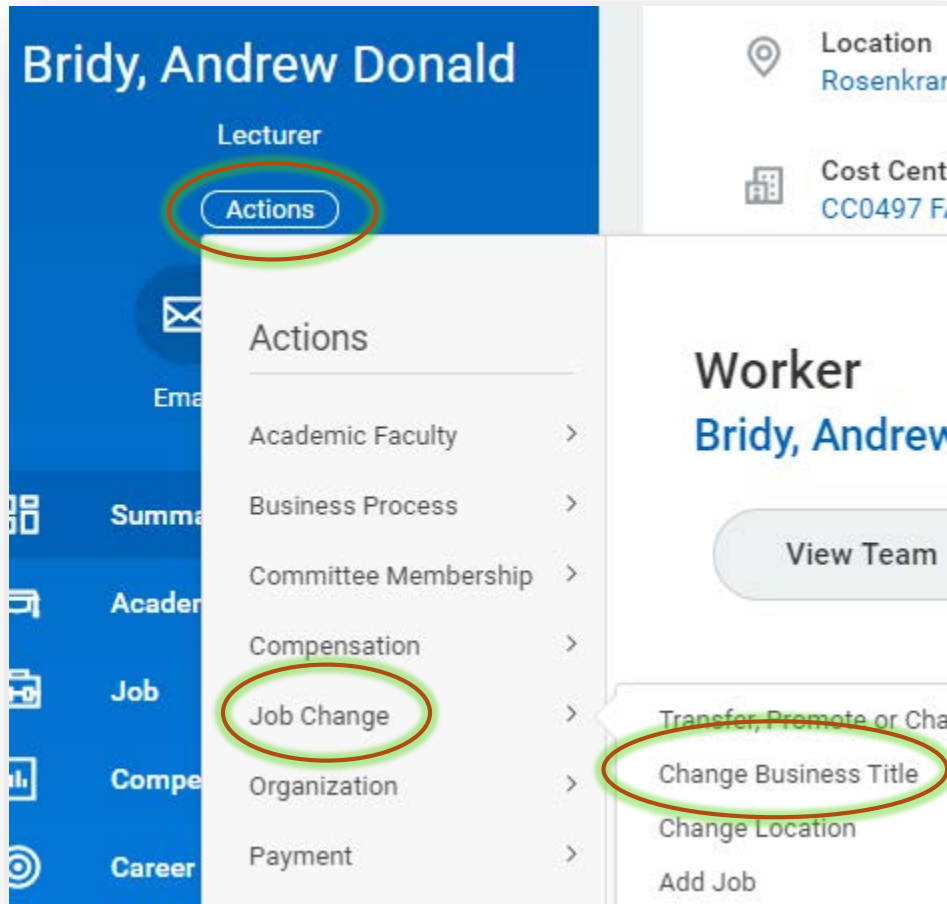
3 items

Appointr	Identifier	Track Type	Academic Unit	Academic Ra
Q	FJ - Fully Joint	Non Ladder - Teaching >> Teaching	Computer Science	Lecturer
Q	FJ - Fully Joint	Non Ladder - Teaching >> Teaching	Political Science	Lecturer
Q	S - Secondary	Non Ladder - Teaching >> Teaching	Mathematics	Lecturer

Supervisory org must update the record in Workday

Reminders and Updates

Updating faculty directory information



Supervisory org can update using Change Business Title business process

Reminders and Updates

Updating faculty directory information

Change Business Title

Bridy, Andrew Donald Actions

P278867 Lecturer - Bridy, Andrew Donald Actions

Effective Date	<input type="text" value="07 / 01 / 2019"/>	→ Try to align with most recent change in appointment(s)
Job Profile	Lecturer	
Job Title	Lecturer	

Proposed

Business Title	<input type="text" value="Lecturer of Political Science and of Cor"/>
----------------	---

Current

Business Title	<input type="text" value="Lecturer"/>
----------------	---------------------------------------

Supervisory org can update using Change Business Title business process

Reminders and Updates

Updating faculty directory information

[< back to search](#)

Andrew Bridy [NetID adb68]

Lecturer

EMAIL: andrew.bridy@yale.edu

UPI: 17620721

UNIT: FAS Other FAS and Academic Departments

DEPARTMENT: FASPC Political Science

PHYSICAL LOCATION:

115 Prospect Street
New Haven, CT 06511

[Map It](#)

BUILDING/DESK:

Rosenkranz Hall

MAILING ADDRESS:

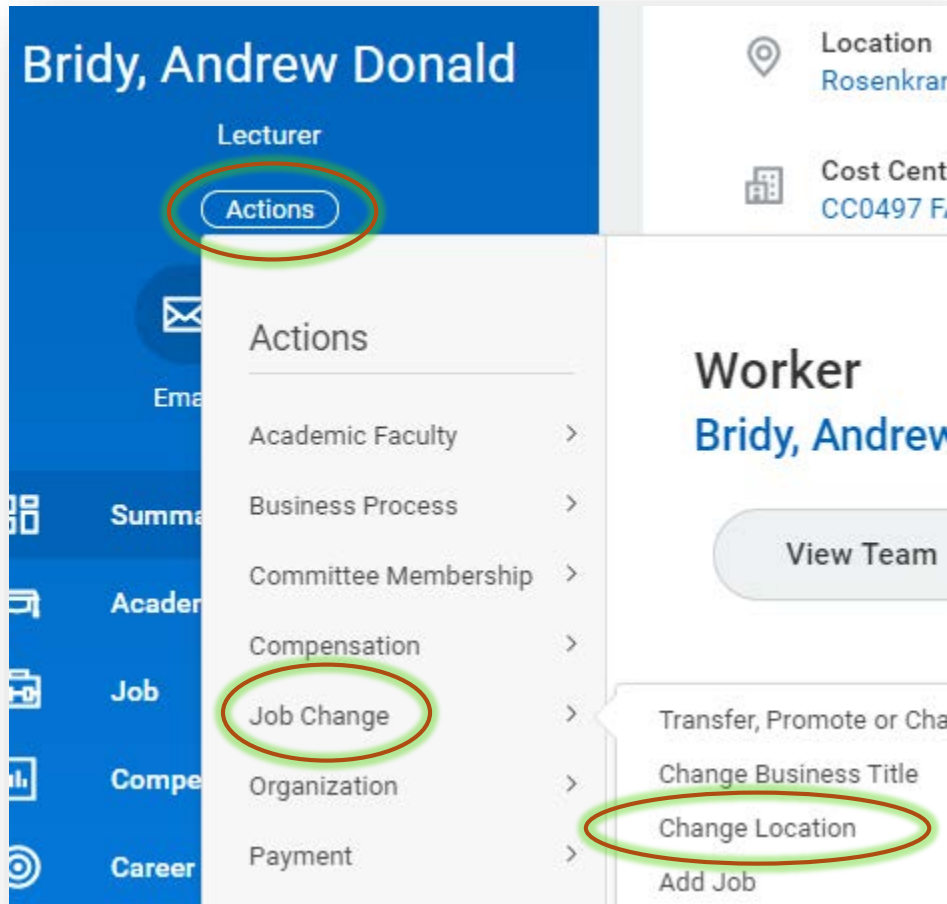
Mathematics
PO BOX 208283
New Haven, CT 06520-8283

If known, add room #



Reminders and Updates

Updating faculty directory information



Supervisory org can update using Change Location business process

Reminders and Updates

Updating faculty directory information

When do you want this change to take effect? *



07 / 01 / 2019



Alert:

This position has another event on the same date. Review the worker history to verify that other events on this date don't conflict with your changes. If the event details don't match, the worker or position can have unintended changes.

Why are you making this change? *

search



X Change Location

Location Details

Location *

X Rosenkranz Hall ...



Work Space

search



X Rosenkranz Hall > 01 ...

Supervisory org can update using Change Location business process

Reminders and Updates

Updating faculty directory information

[< back to search](#)

Andrew Bridy [NetID adb68]

Lecturer

EMAIL: andrew.bridy@yale.edu

UPI: 17620721

UNIT: FAS Other FAS and Academic Departments

DEPARTMENT: FASPC Political Science

PHYSICAL LOCATION:

115 Prospect Street
New Haven, CT 06511

[Map It](#)

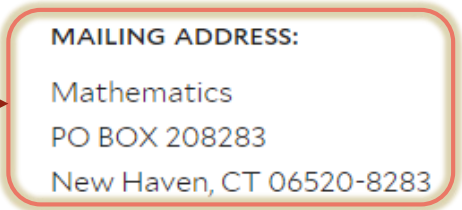
BUILDING/DESK:

Rosenkranz Hall

MAILING ADDRESS:

Mathematics
PO BOX 208283
New Haven, CT 06520-8283

Determined by Mail Code



Reminders and Updates

Updating faculty directory information

The screenshot displays a faculty directory profile for Andrew Donald Bridy, a Lecturer. The left sidebar contains navigation links: Summary, Academic, Job, Compensation, Career, Contact, and Personal (highlighted with a red and green oval). The main content area shows the 'IDs' tab selected. A dropdown menu is open under the 'Edit' button (also highlighted with a red and green oval), showing options: Edit Licenses, Edit Other IDs (highlighted with a red and green oval), and Edit Passports and Visas. Below the dropdown, a text field contains the number 223524. Further down, the 'National IDs' section shows 1 item with a dropdown menu set to 'United States of America'. At the bottom, the 'Other IDs' section shows 6 items.

Supervisory org can update IDs under Personal information

Reminders and Updates

Updating faculty directory information

Edit Other IDs

Bridy, Andrew Donald Actions

Please populate the following "Other IDs", as appropriate:

For all:

- Mail Code

For Faculty and Other Academic:

- RFP Number (YSM Ladder Faculty Only)
- Interfolio Position ID (as applicable)

Other IDs 6 items

	*Other ID Type	Organization	Description	Identification #
+				
−	Yale NetID			
−	Requisition Number			
−	Background Check Date			
−	Mail Code			376

Supervisory org can update IDs under Personal information

INTERFOLIO UPDATES

Today's topics

- ▶ Users & Groups
 - ▶ History of the two user lists
 - ▶ Reminder keep your lists and committees current
 - ▶ Faculty Search and RPT
 - ▶ Brief look at the how's and whys

Back in the beginning...

For Review, Promotion and Tenure:

- ▶ Interfolio rolled-out in 2014, ALL FAS ladder faculty in 2014 were uploaded via a large file
- ▶ Why? Because RPT cases are reviewed by all the eligible voting faculty.
- ▶ Since there is not a automatic feed from WD to Interfolio; faculty have been added per requests to the User list. Perhaps in the future but for now keep requesting.

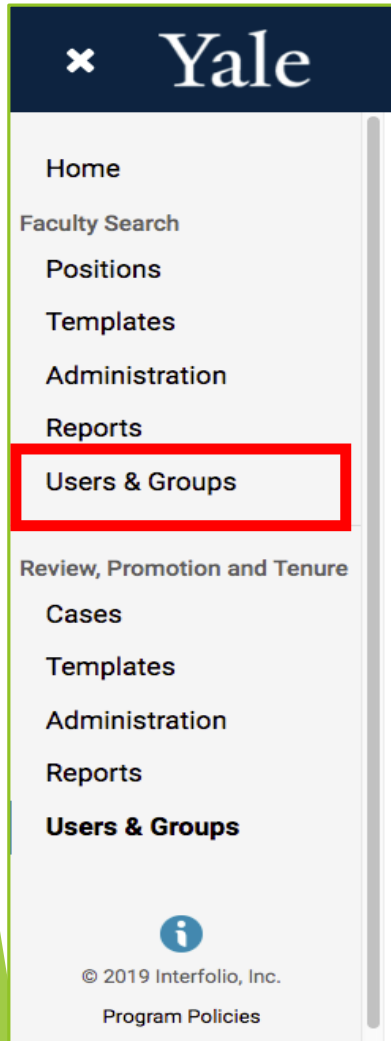
For Faculty Search:

- ▶ There was not a mass upload to the user list.
- ▶ Names were added when someone was selected to be on a search committee.
- ▶ Why? At that time and currently, not all faculty part take in the review of applications for a search. So the list is updated on a need to be added bases.
- ▶ So, keep requesting until we get an automatic update.

Send requests to:

If names are missing from the either list, please contact us and request to have a name added.

- ▶ Faculty.Admin@yale.edu - Office of Faculty Administrative Service
- ▶ FAS Dean's office - fas.dean@yale.edu
 - ▶ Pam Bosward and Sara Wilhem
- ▶ Professional Schools - Tracy.Edwards@yale.edu



Faculty Search User List

- ▶ Faculty Search
 - ▶ Search Committee Members
 - ▶ Committee Manager(s)
- ▶ Review, Promotion and Tenure
 - ▶ Committees
 - ▶ Committee Members
 - ▶ Committee Managers

Adding a Search Committee Member

Yale University > Position

Search Com

+ Add Member

1 Committee Members

Audrey Briebescas

Update

Re

Add Member

Q Dian

Sort By Name

First Name	Last Name	Email	
Diane	Altschuler	diane.altschuler@yale.edu	+ Add
Sabrina	Diano	sabrina.diano@yale.edu	+ Add
Diana	Kleiner	diana.kleiner@yale.edu	+ Add
Diane	Kowalski	diane.kowalski@yale.edu	+ Add
Diane	Krause	diane.krause@yale.edu	+ Add
Dianna	Malvey	dianna.malvey@yale.edu	+ Add
Diane	McMahon-Pratt	diane.mcmahon-pratt@yale.edu	+ Add
Diana	Richardson	diana.richardson@yale.edu	+ Add
Diane	Rodrigues	diane.rodrigues@yale.edu	+ Add
Diane	Test	dianerodrigues929@hotmail.com	+ Add

Close

COMMITTEE MEMBERS

Add the members of your
them access to applicant
hasn't been selected yet, y
screen by clicking Edit fro

Adding a Committee Manager (CM), but first

- ▶ What is a CM?
 - ▶ A role that grants someone the ability to manage a search like an administrator but only that search.
- ▶ Who can get this role?
 - ▶ Faculty members
 - ▶ By default the one who creates the search.
- ▶ Why?
 - ▶ Because, this is the role for faculty members; the role administrators is not for faculty members
- ▶ When?
 - ▶ If a Search Chair or Department Chair needs or requests to have access to manage the search a little more closely.
 - ▶ Does not have to be given to all. Only if it helps and benefits the situation.

How to add a CM

Yale University > Positions > WF2 - TEST >

Search Committee

+ Add Member

+ Add Manager

1 Committee Members

Audrey BriescasCommittee Manager

Home

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Cases

Yale University >

Users, Units & Titles

Users

Units

Titles

Search for users

Linda.westgar

Download User list

Add User

User	Role & Unit	Additional Permissions	Actions
<div>Linda Westgard</div> <div>linda.westgard@yale.edu</div>	Evaluator -	Office of the Dean Academic Unit (Test) <a>+ 2 more	

Add Manager

dian

Sort By Name

First Name

Last Name

Email

There are no available users matching your search criteria.

Close

Add the role and save

The image shows a 'User Management' interface with two overlapping windows. The background window is the 'Edit User' form for a user named Linda Westgard. It includes fields for Email (linda.westgard@yale.edu) and a 'Single Sign On' checkbox which is checked. Below these are tabs for 'Permissions' and 'SSO Identifier'. Under the 'Permissions' tab, there is a table with columns 'Role', 'Unit', and 'Actions'. A red arrow points to the 'Role' column header, and another red arrow points to the 'Committee Manager' role in the dropdown menu. The foreground window is a modal titled 'Edit User' with a close button (X) in the top right. It has a 'Single Sign On' section with a checked checkbox and 'Update' and 'Cancel' buttons. Below this are tabs for 'Permissions' and 'SSO Identifier'. The 'Permissions' tab is active, showing a 'Role' section with a description and a 'Unit' dropdown menu. A red box highlights the 'Role' dropdown menu, which currently shows 'Committee Manager'. 'Save' and 'Cancel' buttons are at the bottom.

Edit User

Linda Westgard

Email *
linda.westgard@yale.edu

Single Sign On
☒ If checked, this user will need to sign on using their institutional credentials.

Update **Cancel**

Permissions SSO Identifier

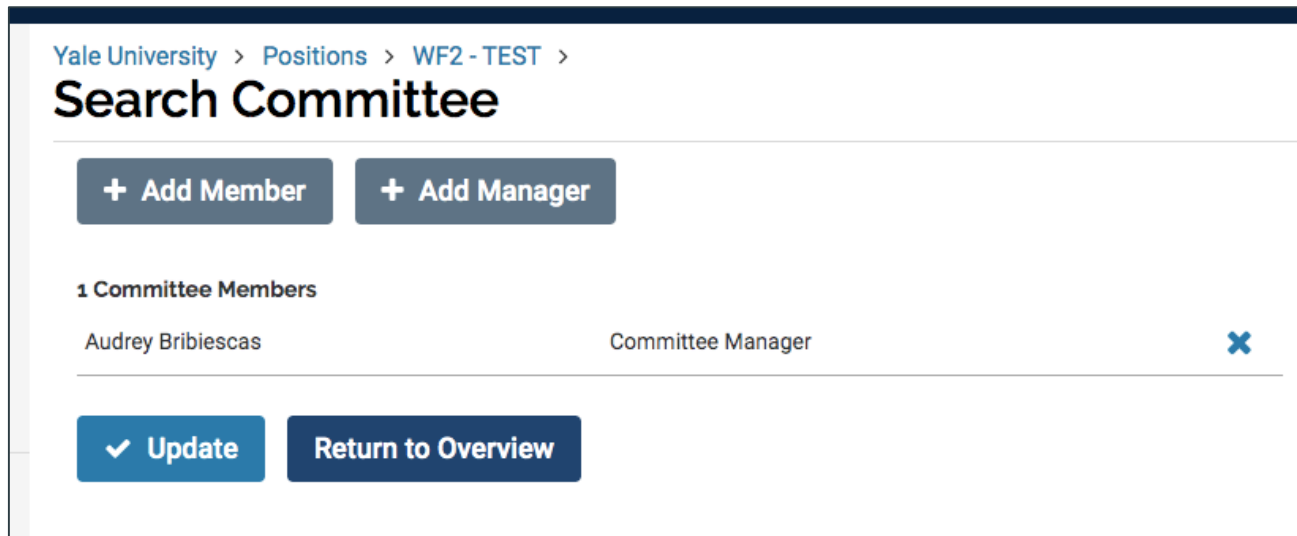
Role
A user's role determines their capabilities in the program. [Learn more about User Roles.](#)

Unit *
Academic Unit (Test) ▼

Role *
Committee Manager ▼

Save **Cancel**

Go back to edit the search, add manager



The screenshot shows a web interface for managing a Search Committee. At the top, there is a breadcrumb trail: "Yale University > Positions > WF2 - TEST >". Below this is the title "Search Committee". There are two buttons: "+ Add Member" and "+ Add Manager". Underneath, it says "1 Committee Members". A table lists one member: "Audrey Bribiescas" with the role "Committee Manager" and a blue "X" icon to the right. At the bottom, there are two buttons: "✓ Update" and "Return to Overview".

Yale University > Positions > WF2 - TEST >

Search Committee

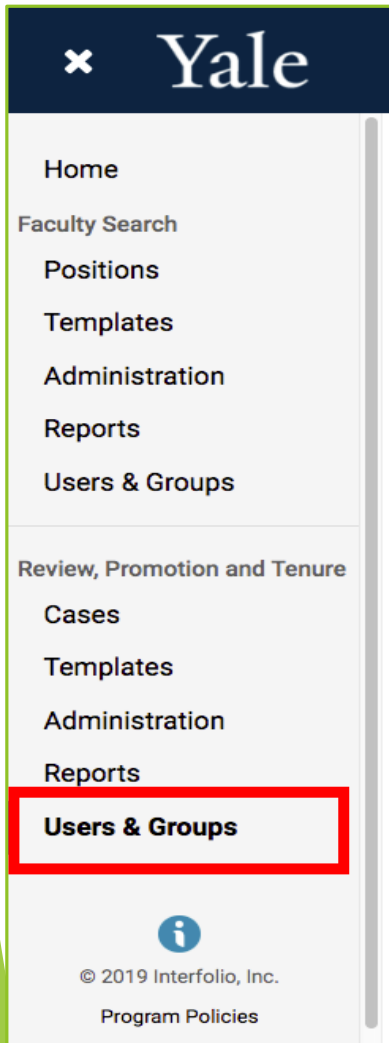
+ Add Member + Add Manager

1 Committee Members

Audrey Bribiescas	Committee Manager	X
-------------------	-------------------	---

✓ Update Return to Overview

- ▶ On the OFAS website
- ▶ <https://facultyadmin.yale.edu/searches-appointments/interfolio-introduction-and-tips/interfolio-managing-academic-job-postings/how>



RPT: Committees

- ▶ Faculty Search
 - ▶ Search Committee Members
 - ▶ Committee Manager(s)
- ▶ Review, Promotion and Tenure
 - ▶ Committees - used in Cases via templates
 - ▶ Committee Members
 - ▶ Committee Managers

Review, Promotion & Tenure (RPT) -Committees

For your department/school, you should have six Standing Committees.

1. Dept Chair and Chair's Assist or Dean and Dean's Assist (~ 2 members)
2. Departmental Review Committee (~2 members standing PLUS Temporary -case specific)

Eligible departmental voting faculty committees:

1. All faculty
2. All Associate Professors and Professors
3. Tenured faculty
4. Full Professors

Standing committees are already in your case templates or can be pulled into a case step at any time.

Maintenance on the Standing Committees

Why?

- ▶ Faculty get
 - ▶ Promoted
 - ▶ Hired or appointed
 - ▶ Leave
- ▶ Cases need to be reviewed by all eligible voting faculty
 - ▶ We do not want to leave anyone off.

Edit the committee to update members

Yale University > Admin >

Users, Committees & Units

Users **Committees** Units

Search by committee name

Search Committees

Sort By Name ▾ Browse By [Unit Icon]

+ Add Committee

Committee Name	Unit		
Department chair and chair's assistant	[Unit Icon]	2	[Edit Icon]
Faculty Review Committee	[Unit Icon]	1	[Edit Icon]
Full Professors	[Unit Icon]	6	[Edit Icon]

Left sidebar menu:

- Home
- Faculty Search
- Positions
- Templates
- Administration
- Reports
- Users & Groups
- Review, Promotion and Tenure
- Cases
- Templates
- Administration
- Reports
- Users & Groups**

Adding and removing committee members

Edit Committee [Close]

Dean and Dean's Assistant (School-Name)

Unit

Academic Unit (Test)

[Update]

Committee Members (2)

AB Audrey Bribiescas
audrey.bribiescas@yale.edu [Star] [X]

TE Tracy Edwards
tracy.edwards@yale.edu [Star] [X]

Click star for manager

X to remove

[Search Users]

Sort By Name

First Name	Last Name	Email
Daniel	Abadi	daniel.abadi@yale.edu
Jason	Abaluck	jason.abaluck@yale.edu

[+ Add] [+ Add]

The screenshot shows a web interface for editing a committee. At the top, there's a title 'Edit Committee' with a close button. Below it are input fields for 'Dean and Dean's Assistant (School-Name)' and a dropdown for 'Unit' (currently 'Academic Unit (Test)'). An 'Update' button is next to the unit dropdown. The 'Committee Members' section shows two members: Audrey Bribiescas (AB) and Tracy Edwards (TE). Each member card has a star icon and an 'X' icon. A callout points to the star icon with the text 'Click star for manager'. Another callout points to the 'X' icon with the text 'X to remove'. Below the member cards is a 'Search Users' input field, which is highlighted with a red box. To the right of the search field is a 'Sort By Name' dropdown. At the bottom, there is a table with columns 'First Name', 'Last Name', and 'Email'. It lists two members: Daniel Abadi (daniel.abadi@yale.edu) and Jason Abaluck (jason.abaluck@yale.edu). To the right of each row is a '+ Add' button, with the first one highlighted by a red box.

Adding members to a committee via the Case Details

[Yale University](#) > [Cases](#) >

Peter C. Tayel

Unit
Academic Unit (Test)

Template
School Nm - Initial Promotion to Tenure

Status
[Select Status](#)

[Case Materials](#) [Case Details](#)

Reviewing as
Dean and Dean's Assistant (School-Name) [change](#)

▼ **Committee Members (2)** [Email](#) [Edit](#)

Name	Email	Role
Audrey Bribiescas	audrey.bribiescas@yale.edu	
Tracy Edwards	tracy.edwards@yale.edu	

Voting Results [Email](#) [Edit](#)

▼ **Committee Members (3)** [Email](#) [Edit](#)

Name	Email	Role
Tracy Edwards	tracy.edwards@yale.edu	
Pamela Bosward	pamela.bosward@yale.edu	
Audrey Bribiescas	audrey.bribiescas@yale.edu	Temporary

Conve

No Comm

[Add C](#)

Via the Case Details

The screenshot displays the 'Case Details' page for Peter C. Tayel at Yale University. The page is divided into several sections: Unit, Template, Status, Case Materials, Case Details, Reviewing as, Committee Members, and Voting Results.

Unit: Academic Unit (Test)

Template: School Nm - Initial Promotion to Tenure

Status: Select Sta

Case Materials: Case Details

Reviewing as: Dean and Dean's Assistant (School-Name)

Committee Members (2):

Name	Email	Role
Audrey Briebescas	audrey.briebescas@yale.edu	<input type="checkbox"/> Manager
Tracy Edwards	tracy.edwards@yale.edu	<input type="checkbox"/> Manager

Voting Results:

Name	Email	Role
Audrey Briebescas	audrey.briebescas@yale.edu	<input checked="" type="checkbox"/> Manager
Tracy Edwards	tracy.edwards@yale.edu	<input checked="" type="checkbox"/> Manager
Pamela Bosward	pamela.bosward@yale.edu	<input checked="" type="checkbox"/> Manager

A green callout bubble points to the 'Manager' checkbox for Tracy Edwards in the Voting Results table, containing the text: 'Unable to make a member a manager BUT you can recuse a member if needed'.

Back to the lists

- ▶ Why do you see names non-Yale email addresses?
 - ▶ Individuals that have appointment case will need to have their current and proper email
- ▶ Therefore when updating your committee members always add the name with the @yale.edu

FACULTY LEAVES, TEACHING RELIEF, AND WORK REDUCTION



Types and Eligibility

Leave = Time away from all duties.

- ▶ Leaves can be fully paid, partial paid, or unpaid.
- ▶ Change accounting treatment to *FacLOA*

Academic and Paid Leaves

- Associate Professor Leave
- Faculty Sabbatical
- Faculty Special
- Faculty Special Triennial
- Faculty Triennial
- Junior Faculty Fellowship
- Morse Fellowship *
- Professional Development Non-Ladder *
- Reappointment Leave *
- Research Faculty Parental
- Senior Faculty Fellowship
- Special Non-Ladder Leave

* Leaves for FAS only

Unpaid Leaves

- Caregiver (FMLA only)
- Child-Rearing
- Leave WO Salary
- Leave WO Yale Salary
 - Outside funds paid through Yale payroll
- Military Service
- Public Service

Types and Eligibility

Teaching Relief = Only excused from teaching. All other duties must be met to the extent possible.

- ▶ Full pay continues without interruption
- ▶ No Accounting Treatment

Work Reduction = Typical Yale work is reduced for a period of time.

- ▶ Paid according to arrangements
- ▶ Salary may be charged to another account

Teaching Relief

- Faculty Short-Term Medical Disability
- Teaching Relief Child Rearing

Work Reduction

- Phased Retirement Work Reduction
- Secondment

Academic Leaves



Types and Eligibility

Most Common Academic Leaves

Leave Type	Eligible ranks	Notes
Triennial (TLA)	Professors and Assoc Prof, tenured only	<ul style="list-style-type: none">• One semester paid• After 5 terms of teaching
Junior Faculty Fellowship (JFF)	Assistant Professors	<ul style="list-style-type: none">• Full year paid• Must submit research proposal
Morse Fellowship	Assistant Professors	<ul style="list-style-type: none">• Full year paid• Must submit research proposal
Associate Professor Leave (APL)	Associate Professors on Term	<ul style="list-style-type: none">• Full year paid• Must submit research proposal
Reappointment Leave	Assistant Professors in FASTAP 2016	<ul style="list-style-type: none">• One semester paid• Must submit research proposal.

Types and Eligibility

Less Common Academic Leaves - Paid

Leave Type	Eligible ranks	Notes
Sabbatical	Professors and Assoc Prof, tenured and adjunct	<ul style="list-style-type: none">• One term or full year• Only one semester of pay• If full year, may supplement income with other employment
Special	Ladder faculty only	<ul style="list-style-type: none">• One term or full year• Special circumstances only
Special Triennial	Professors and Assoc Prof, tenured only	<ul style="list-style-type: none">• Full year• Only one semester of pay• Must have a paid fellowship
Senior Faculty Fellowship	Professors and Assoc Prof, tenured and adjunct	<ul style="list-style-type: none">• Full year• Paid amount half way between base pay for rank and actual salary
Special Non-Ladder Leave	Non-ladder ranks	<ul style="list-style-type: none">• One term• Special circumstances only

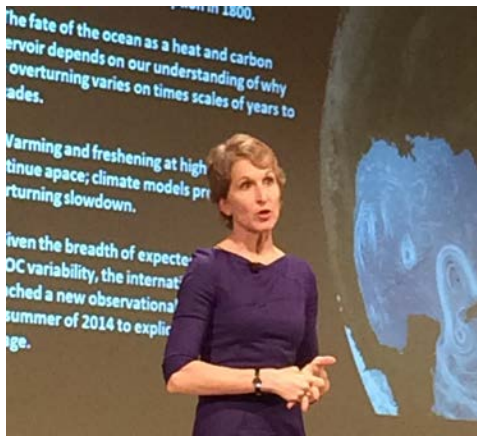
Types and Eligibility

Less Common Academic Leaves - Unpaid

Leave Type	Eligible ranks	Notes
Leave WO Salary	<ul style="list-style-type: none">Any ranksAppointments > 3 yearsAt Yale > 1 year	Benefits premiums to be paid upon return, one month at a time
Leave WO Yale Salary	<ul style="list-style-type: none">Any ranksAppointments > 3 yearsAt Yale	Receives pay through Yale by outside funding
Leave W Yale Salary	<ul style="list-style-type: none">Any ranksAppointments > 3 yearsAt Yale	Receives pay from special funding within Yale

Teaching Relief and Work Reduction

Academic Statuses



Teaching Relief and Work Reduction

Academic Statuses - partial work release or reduction; NOT leaves

Status	Eligible ranks	Notes
Phased Retirement	Professors on Phased Retirement	One term for 100% or full year at 50% for each of the 3 years on Phased Retirement
Teaching Relief for Child Rearing (TRC)	Ladder faculty only	One full term. Tenure-track faculty receive a one year extension of appointment and tenure clock.
Short-term Medical Disability	Full-time teaching faculty	Need note from physician providing period of incapacitation.
Secondment	Ladder and non-ladder instructional faculty	Mostly used for Yale-Nus and very special circumstances

FACULTY LEAVES: POLICIES



Faculty leaves: Policies

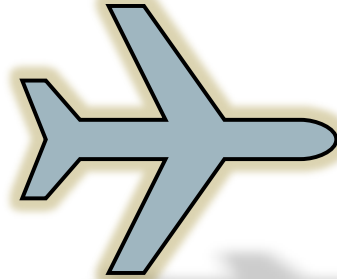
Key points...

- Leave is a *privilege*, not a right. All leave requests must be approved by the Provost's Office and the Dean's Office.
- No more than 4 semesters of leave in 7 years
- Maximum period of a leave is one academic year
- Faculty are not allowed to "bank", i.e. save, leaves
- Leaves cannot be taken back to back
 - At least one year of on campus teaching prior to next leave
 - *Exception:* Faculty member retiring after leave is complete

Faculty leaves: Policies



Due to the complexities and many nuances associated with leaves, please do not inform faculty of their leave eligibility prior to confirming with your dean's office or my office.



FACULTY LEAVES: PROCEDURES AND TIMELINES

Procedures and Timelines

****All** faculty requesting a leave or teaching relief must submit a leave request, preferably using the form, *Request for Faculty Leave or Teaching Relief*

<https://facultyadmin.yale.edu/resources/leaves-teaching-relief>

****Includes:**

- Faculty on Phased Retirement to indicate work reduction
- *Tenure-track faculty (Assistant and Associate Professors)* who submitted research proposals to the dean's office.

Deadline to submit request forms to OFAS:

► *November 26, 2019*

Note: In FAS, a faculty member who is successful in obtaining outside funding is eligible to receive one half of the resulting salary savings to Yale up to \$25,000 in an individual research account.

Procedures and Timelines

Basic procedure for academic leaves:

NOTE: This includes tenure-track faculty who submitted research proposals to dean's office. Only submit the leave request form to Diane Rodrigues (diane.Rodrigues@yale.edu).

Faculty member submits leave request to school dean or chair
Deadline: November 12, 2019

Dean or chair reviews, then forwards to Diane Rodrigues
Deadline: November 26, 2019

Diane verifies eligibility. Sends requests and eligibility review to Provost's or FAS Dean's Office, as appropriate (December 2019)

FAS - Approvals sent directly to faculty, copy to chair and assistant
Prof Schools - Approval sent to dean, who then notifies faculty
(Jan/Feb 2019)

Department admins assist with gathering forms and sending to Diane Rodrigues

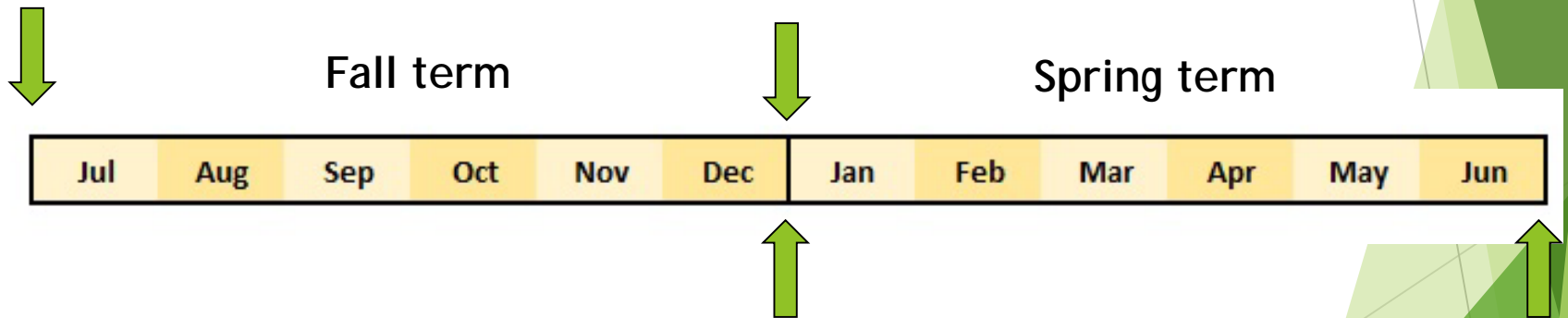
Dept admin enters approved leaves in Workday

Procedures and Timelines

Basic procedure for academic leaves:

When entering leaves in Workday...

- As a rule, all *academic leaves* span the entire term or year. That is, they *must begin on either July 1 or January 1* and *must end on either June 30 or December 31*.
- 30 days prior to the end date - In Workday, a *To Do* will go out to the Academic HR Support Specialist to return the faculty member from leave.



Procedures and Timeline

Workday Leave Reports

Academic - Employees on Leave, by Academic Unit - Yale

Academic - Ladder Faculty Leaves By Term - Yale

Academic - Non-Ladder Faculty Leaves By Term - Yale

← Academic - Ladder Faculty Leaves By Term - Yale Actions

Academic Unit: Slavic Languages and Literatures

Faculty Leave Report By Term-Yale

7 items

Faculty Name	Rank	Appt Type	Track Start Date	Ladder start date is after 07/01/2011	Track Type	F11	SP12	F12	SP13	F13	SP14	F14	SP15	F15	SP16	F16	SP17	F17	SP18	F18	SP19	Approval
Alexandrov, Vladimir E	Professor Phased Retirement	Primary	07/01/1986		Ladder							TLA		PR				PR	TLA			12/19/2 to be ch.
Bojanowska, Edyta M.	Professor	Primary	07/01/2017	Yes	Ladder																	
Bozovic, Marijeta	Assistant Professor	Primary	07/01/2013	Yes	FASTAP 2016									MOR	MOR		TRC					
Brunson, Molly	Associate Professor Tenure	Primary	07/01/2009		FASTAP 2016	MOR	MOR							APL	APL							
Chen, Katherine	Professor	Primary	07/01/1986		Ladder																	

For more information regarding leaves: *Faculty Handbook*, Section XVII
(<http://www.yale.edu/provost/handbook/>)

Procedures

Additional notes:

More information is on OFAS website

- ▶ <https://facultyadmin.yale.edu/academic-career-events/leaves-teaching-relief>

All tenure track faculty (*Assistant and Associate Professors*) need to submit research proposals to the deans and must submit request forms to Diane Rodrigues.

Faculty who are up for promotion to Associate Professor and will be applying for APL, should still submit the form.

If necessary, leaves will be approved contingent on promotion or reappointment.

For more information regarding leaves: *Faculty Handbook*, Section XVII (<http://www.yale.edu/provost/handbook/>)

GIVE THANKS

FAMILY • FRIENDS • GRATITUDE



"Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough."

-Oprah Winfrey