

Timeline for Faculty Leave Process - School of Architecture

General policies regarding faculty leaves are located in the [Faculty Handbook](#), section XVII. Specific policies regarding leaves and leave eligibility for the School of Architecture are located in the [Faculty Handbook](#), section V.E.

Date (approximate)	Initiator(s)	Action to be taken
August 15	Office of Faculty Administrative Services (OFAS)	Send cognizant provost a draft for review of the tenure-track faculty leave memo to be sent to dean of Architecture.
September 1	OFAS	Send tenure-track faculty leave memo to dean of Architecture initiating the process for tenure-track faculty leave proposals. Copy John Jacobson, associate dean and Jean Sielaff, dean's assistant.
October 1	Tenure-track faculty	Submit leave proposals to dean of Architecture.
October	Dean of Architecture	Appoint a subcommittee of the Executive Committee of the School of Architecture to review the leave proposals. Subcommittee reviews proposals and works with tenure-track faculty members to refine proposals as necessary.
November 1	Subcommittee of the Executive Committee	Submit all tenure-track faculty leave proposals to dean of Architecture.
November 1	OFAS	Send memo to all leave-eligible faculty, as defined in section V.E. of the Faculty Handbook , soliciting leave requests. Copy the dean of Architecture.
December 1	Leave-eligible faculty	Submit leave request forms to dean of Architecture.
December 10	Dean of Architecture or dean's assistant	Submit leave request forms to OFAS.
January 15	OFAS	Send cognizant provost the leave request forms along with eligibility verifications.
February 1	Cognizant provost	Send leave approvals and template of leave approval letter to dean of Architecture.
February 15	Dean of Architecture	Send leave approvals to faculty.
May 1	Dean's assistant	Submit Faculty Leave Forms to OFAS.
June 1	OFAS	Confirm with dean's assistant the leaves to be taken for the following year.
December 1 of the active leave year	OFAS	Confirm with dean's assistant the leaves to be taken for the spring term.