

Timeline for Faculty Leave Process – Faculty members who are fully joint between Yale Divinity School and Institute of Sacred Music (ISM)

General policies regarding faculty leaves are located in the [Faculty Handbook](#), section XVII. Specific policies regarding leaves and leave eligibility for the Divinity School and ISM are located in the [Faculty Handbook](#), section VII.F.

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 Divinity School and director of the ISM, initiating the process for tenure-track faculty leave research proposals.
September 1	OFAS	Send memo to dean of Divinity School and director of ISM initiating the process for tenure-track faculty leave research proposals. Copy Cassandra Irizarry, dean’s assistant and Kristen Forman, assistant to the director.
October 1	Tenure-track faculty	Submit leave research proposals to dean of Divinity School and director of ISM.
October	Dean of Divinity School and director of ISM	Appoint a subcommittee of faculty to review the leave research proposals. Subcommittee reviews proposals and works with tenure-track faculty members to refine proposals as necessary.
November 1	Subcommittee of faculty	Submit all tenure-track faculty leave research proposals to dean of Divinity School and director of ISM.
November 1	OFAS	Send memo to all leave-eligible faculty, as defined in section VII.F. of the Faculty Handbook , soliciting leave requests. Copy the dean of Divinity School and director of the ISM.
December 1	Leave-eligible faculty	Submit leave request forms to dean of Divinity School and director of ISM.
December 10	Dean’s assistant or assistant to the director	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 Divinity School and director of ISM.
February 15	Dean of Divinity School and director of ISM	Send leave approvals to faculty.

May 1	Dean's assistant or assistant to the director	Submit Faculty Leave Forms to OFAS.
June 1	OFAS	Confirm with dean's assistant or assistant to the director the leaves to be taken for the following year.
December 1 of the active leave year	OFAS	Confirm with dean's assistant or assistant to the director the leaves to be taken for the spring term.