

Timeline for Faculty Leave Process (leaves to be taken in academic year 2019-20 or calendar year 2020)

Faculty of Arts and Sciences

Date/deadline - 2018-19	Initiator(s)	Action to be taken
September 28	FAS dean	Send memo to department chairs initiating the process for tenure-track faculty research leave proposals. Copy tenure-track faculty.
October 22	Tenure-track faculty	Submit research proposal to department chair.
October	Department chair	Appoint a subcommittee(s) to review the leave proposal(s).
October 22	OFAS	Send memo to all ladder faculty soliciting leave requests.
November 12	Department chair	Submit research proposals for tenure-track faculty to fas.dean@yale.edu.
November 12	OFAS	Resend reminder memo to all ladder faculty soliciting leave requests.
November 15	Ladder faculty	Submit leave request to department chair. This includes tenure-track faculty who submitted research proposals.
November 28	Department chair or chair assistant	Submit leave request forms in a batch to diane.rodriques@yale.edu.
December 14	FAS dean	Notifies departments of decisions regarding tenure-track research proposals.
December-January	FAS deans and OFAS	<ul style="list-style-type: none"> - Diane obtains a list of tenure-track faculty research requests to check against leave requests. - Diane reviews leave eligibility and identifies any questions to be addressed. - Diane forwards to John/Bob the eligibility summary, drafts of approval memos, and supporting documents. - John/Bob address any eligibility questions with FAS Team and/or department chair as necessary. - Once John/Bob resolve all eligibility issues, the approval email is sent to the faculty member with copies to the chair, chair asst, and ops manager.
January	Chair assistant	Enter approved leaves into Workday as memos are received from the deans.