**Teaching Relief for Child Rearing:**

**Request and Approval Procedure**

*The University-wide policy on Teaching Relief for Child Rearing (TRC)*

 *is published in the Faculty Handbook, section XVII.D.*

This document outlines the steps for requesting approval for Teaching Relief for Child Rearing (TRC) for FAS and Professional Schools except the School of Medicine:

1. The faculty member should submit the following materials to your Chair or Professional School Dean:
2. A letter requesting a semester of TRC, using the full text of the template below (attachment #1)
3. A letter from the faculty member’s spouse/partner’s employer, attesting that the spouse/partner will be employed and working at least half-time during the semester of the TRC *(those with no spouse/partner, or under exceptional/hardship circumstances, should document this in the letter requesting the TRC)*
4. The Department or School should submit to the Office of Faculty Administrative Services (OFAS):
5. The documents above as submitted by the faculty member
6. Professional Schools only: a DRAFT of an approval letter to the faculty member from the Dean, for Provostial review, using the template below (attachment #2)
7. The Office of Faculty Administrative Services (OFAS) will process materials for FAS Dean’s or Provostial review
8. The FAS Dean’s or Provost’s Office will notify the Chair or Dean of the approval
9. The FAS Dean or Professional School Dean will notify the faculty member of the approval using the approval letter template below (attachment #3)

**TRC Approval Process (Attachment #1):**

Faculty member’s letter requesting teaching relief for child rearing

[Date]

Dear CHAIR/DEAN (professional school faculty),

I am writing to request relief from teaching for child rearing (TRC) for [Spring / Fall] Term 20[\_\_], in connection with the [anticipated] [birth of my child / adoption of my child under the age of six] on [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_].

I certify that I am eligible for this relief per the Faculty Handbook, Section XVII.D.3 [for non-ladder: Section XVII.D.4] because I [am / will be] my child’s “primary caregiver throughout the period of relief: personally caring for the child during normal working hours,” [that my spouse / partner will work at least half time at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in [city, state] during the semester of my relief,] and that the requested semester of relief will be the [first / second] such semester I will have taken. [Attached is / You will receive under separate cover] a formal verification from my [spouse’s / partner’s] employer of my [spouse’s / partner’s] employment status.

I understand that the teaching relief I request is not a leave of absence, and I will still be responsible for my research program, advising and other departmental duties during the semester of my teaching relief, all in a manner consistent with the purpose of teaching relief, as outlined in the Faculty Handbook, Section XVII.D.3 [for non-ladder: Section XVII.D.4]. I also understand that if I am granted this relief, my current appointment and my maximum time in both my current rank and in the combined non-tenure ranks shall be extended by two semesters, as defined by the Faculty Handbook, Section III.F.

Sincerely,

NAME

**TRC Approval Process (Attachment #2):**FAS or Professional School Dean’s TRC Approval Letter Template

\*\*\*\*PROVIDE DRAFT VERSION ONLY WITH REQUEST\*\*\*\*

[Date]

[Faculty Name]

[Faculty Address]

Dear [Faculty Name],

I am pleased to confirm that the [Office of the Provost/FAS Dean’s Office] has approved your Teaching Relief for Child Rearing (TRC) request for [Term Year], the terms of which include:

1. Your eligibility for this relief continues to be contingent on the circumstances as attested in your letter requesting this relief.
2. During this semester, you will be relieved of all teaching responsibilities. However, please note that TRC is not considered a leave of absence and therefore you will be expected to meet your departmental and University responsibilities, as consistent with the purpose of the relief. [(If tenured) Please be advised that this semester will not count toward your eligibility for a paid leave.] Please consult the faculty handbook, sections III.F and XVII.D.3, for conditions governing this relief.
3. During this semester, you will continue to receive full compensation and benefits.
4. During this semester, you are not eligible to receive extra compensation from Yale as described in the faculty handbook, section XVIII.C.1.
5. [For non-tenured ladder faculty] This TRC will be the [first/second] you have taken. In accordance with section III.F of the Faculty Handbook, you will receive a one-year extension to your current appointment as [Assistant/Associate] Professor, which simultaneously constitutes a one-year extension of your total time in the non-tenured ranks as Assistant and/or Associate Professor on Term. Your current appointment will therefore end on [Date], and your eligible time in the non-tenured ranks, as Assistant and/or Associate Professor on Term, would end on [Date].

With all best wishes,

[FAS Associate Dean or Professional School Dean]

Cc:

* faculty.admin@yale.edu; School/Department Lead Administrator/Operations Manager; Chair’s/Dean’s Assistant
* [If applicant is FAS faculty: fas.dean@yale.edu, FAS Chair, Chair of any additional FAS appointments];
* [If applicant is professional school faculty: Associate Provost for Faculty Development]