1. Faculty inquires with Chair about Leave; Chair directs Faculty to Dept Administrative Manager for planning information.

2. Dept Administrative Manager provides faculty with the following information (currently via email; will eventually be a link on ECE Direct):

   - Faculty should review policy information carefully:
     https://policies.utexas.edu/policies/faculty-leaves-and-special-academic-assignments
     https://provost.utexas.edu/faculty-affairs/leave-related-policies
   
   **Especially critical for faculty to consider:**
   - Faculty members who will be on partial or full-time leave without pay should ascertain the effect of the leave on their medical insurance and retirement benefits by consulting the Insurance and Retirement Group of the Office of Human Resources.
   - Faculty who will be absent from campus and who serve as Principal Investigators also should determine whether any arrangements need to be made with their funding agencies for disposition of their grant(s).
   - The probationary period fulfillment for Tenure-Track faculty may be affected by Leave from University
   
   For any related concerns, faculty should directly contact Academic Personnel Services at evpp-aps@utexas.edu or 512-232-4590 in the Office of the Executive Vice President and Provost.

   - Has the faculty member considered the effect on curriculum/program, enrolled students, graduating students (fulfilling degree requirements), and student employees assigned to course(s)? Faculty member should discuss with Curriculum Committee Chair, to ensure this leave request will not adversely affect students or program.

   - In the case of assigning substitute lecturers: advance time needed to find lecturer & appoint, effect on budget. Faculty member should discuss with Curriculum Committee Chair.

   - Faculty member should have a clear understanding of any additional internal arrangements that might be provided at the discretion of the Chair on a case by case basis. These must be documented in the leave form (see later). e.g. for well-established faculty members in good-standing who have been awarded a Faculty Research Assignment (UT Funding Program), and provided Dept can prevent any adverse effect on curriculum/students, Chair may offer additional leave time privileges; example: Fall, FRA: 100% Release Time (faculty stays on instructional budget w/ $15K defrayed from FRA program contribution; no teaching duties)
   Spring, Chair-Discretion Arrangement: 50% Paid on Instructional Budget (no teaching duties; must outline other dept duties) + 50% funded by faculty

   - If faculty member will be receiving outside payment during leave, must discuss any related issues with Dept Chair. e.g., receiving outside payment from another higher ed institution: need ltr guaranteeing total pmt does not exceed equivalent of 100% teaching apptmt

3. Once the above items have been explored by Faculty Requestor, Chair/Faculty meet to discuss.
4. Faculty completes the Faculty Request for Leave Form. 
   Download the Faculty Request for Leave Form (PDF) 
   Critical: Open, work, and save the form with Adobe, otherwise form features will not 
   convey properly and the digital signature will not function. 
   Complete each of the following items: 
   (a) Top Unnumbered Section. Reference: Sonya Shaffer is Dean’s Office Staff Contact 
   (b) 1. Reference: your position id is available in Workday 
   (c) 2 Unnumbered Items 
       Reference: 
       Release Time = UT-administered funds; 
       Leave Without Pay = funded by non-UT source 
       Fall = 9/1-1/15; Spring = 1/16-5/31 
   (d) 2a-e (and if applicable also ‘Second Type’) 
   (e) 3 
   (f) 4a & 4b. Your input here will make the process more expeditious 
   (g) 5a. List each course number and name, and arrangements for each while on leave; 
       list any arrangement made with the Chair in addition to the primary leave; 
       ie any leave from classroom teaching must be accounted for here 
   (h) 5b. List all non-teaching work here eg graduate supervision, committee work 
   (i) Signature Line. If you are working correctly in adobe, this should be a digital 
       signature 

5. Faculty Requestor submits Leave Form via email to Dept Admin Mgr, with cc to Curriculum Chair 
   and Student Services Director (this serves as an extra alert to all for related course-scheduling 
   actions needed to prevent adverse effect on students/curriculum). 

6. Dept Adm Mgr processes form, obtains signatures, tracks for approvals through Dean’s Office 
   and EVPP. 

7. In tandem with the above, a) Dept Admin Mgr initiates related assignment changes such as the 
   process to appointment a substitute instructor for affected course(s) and/or update existing 
   faculty appointment to add this course, and, b) Curriculum Chair works to make subsequent 
   course schedule changes. 

8. Upon final Leave Approval, Dept Admin Mgr processes the faculty’s appointment change to 
   reflect the leave.