

Name: _____

UT EID: _____

Job Profile: _____

Dean's Office Staff Contact: _____

1. Primary and Joint Faculty Positions (list all):

College/School: _____	Department: _____	FTE (%): _____	Requesting leave from this position?
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Leave Request Information:

First Leave Type (see page two for definitions): Leave - Academic Unpaid Time Off Release Time

SWH on Leave (to two decimals): _____ Begin Date: _____ End Date: _____

a. Leave Reason(s): Research, Scholarship, Creative Works Visiting Faculty Professional Activities Personal

b. Project title or subject: _____

c. Description of activity: _____

d. Source(s) of leave stipend: _____

e. Where will the individual be working? _____

Second Leave Type (if applicable): Leave - Academic Unpaid Time Off Release Time

SWH on Leave (to two decimals): _____ Begin Date: _____ End Date: _____

a. Leave Reason(s): Research, Scholarship, Creative Works Visiting Faculty Professional Activities Personal

b. Project title or subject: _____

c. Description of activity: _____

d. Source(s) of leave stipend: _____

e. Where will the individual be working? _____

3. Benefit to the University:

4. Length of Service and Previous Leave:

a. Length of faculty service: _____

b. Previous Leave - Academic and RT in last five years: _____

5. Teaching Arrangements, Other Activities, and Sponsored Research:

a. Teaching arrangements: _____

b. Instructional and service-related activities that will remain: _____

c. Does faculty member have active research? _____

d. If yes, will the faculty member remain sufficiently engaged in the research to fulfill their award commitment while on leave? _____

6. Instructions for Supplement:

Instructions for supplement: _____

Signatures

Faculty Member: _____ Date: _____

Department Chair(s): _____ Date: _____

_____ Date: _____

Director(s): _____ Date: _____

_____ Date: _____

Dean(s): _____ Date: _____

_____ Date: _____

EXECUTIVE ACTION (for EVPP use only):

Approved

Denied

Executive Vice President and Provost

Date

FACULTY REQUEST FOR LEAVE FORM INSTRUCTIONS

Line 1. Positions. Include all primary and joint positions, even if from multiple colleges.

Line 2. Leave Type. Choose up to two types per form, if applicable. Additional forms may be submitted if necessary.

- **Leave - Academic** (previously known as Leave Without Pay):
 - unpaid, full-time leave for 30 days or longer in duration;
 - must be academic in nature (the faculty member is performing duties consistent with those of their position at the University-- teaching, research, or service related);
 - **final approved by EVPP and processed by APS.**

- **Unpaid Time Off** is used when the leave meets **ANY** of the following conditions:
 - is less than 30 days in duration (or is intermittent);
 - is for partial days (less than full time);
 - is for personal reasons;
 - **final approved by EVPP and processed by APS.**

- **Release Time (RT):**
 - release from the instructional budget using funds administered through the university;
 - **final approved at the CSU dean's office and processed by the CSU using the Assign Costing Allocation process in Workday;**
 - **after approval, forward Release Time requests to APS as information copies only.**

Calculate Scheduled Weekly Hours (SWH) to two decimal places. These are the number of hours per week the faculty member will be on leave:

- If a faculty member has 40 SWH and will be on leave full time (100%), the value entered here should be 40.
- If a faculty member has 40 SWH and will be on leave two-thirds time (66.67%), the value entered here should be 26.67.

Line 2a. Leave Reason. Check all boxes that apply. At least one box must be checked.

- Research, Scholarship, Creative Works - examples: grant research, college research fellowship, writing a book, etc.
- Visiting Faculty - the faculty member is teaching at another university; this may or may not be part of a formalized Visiting Faculty Agreement.
- Professional Activities - example: serving as Director of XYZ Institute.
- Personal - do not include specific details on leave form.

Line 2b. Project Title or Subject. Provide the name or subject matter of project the faculty member will be involved with while on leave (if applicable).

Line 2c. Description of Activity. Provide a brief description of activities to be conducted during leave period. Example: conducting research related to work on book.

Line 2d. Source of Leave Stipend. Include sources of funding for the entirety of the leave broken down by percentage. Include account number(s), if known, for Release Time requests. If an external organization/institution is paying the faculty member directly then that organization's name should be noted. Personal Funds should be noted in cases where a faculty member's own funds are being used.

- Leave - Academic (100%): Guggenheim Foundation 75%, personal funds 25%
- RT (50%): National Science Foundation 25% (26-XXXX-XXXX), National Institutes of Health 25% (26-XXXX-XXXX)

Line 2e. Work Location. Include international and/or domestic location(s); do not use abbreviations.

Line 3. Benefit to the University. Include a brief description of why the leave is in the best interest of the university and how it will improve teaching and scholarship. Example: this research will bring prestige to the university and new ideas and concepts to the classroom.

Line 4a. Length of Service. Provide the number of years of faculty service at UT Austin.

Line 4b. Previous Leave(s). Include the dates for all Leave - Academic and RT leaves taken within the past five years.

Line 5a. Teaching Arrangements. List the class(es) that will not be taught and describe how each will be handled. Examples: class(es) will be canceled, taught in another semester, or taught by another faculty member (provide name).

Line 5b. Instructional and Service-Related Activities. Describe the instructional and service-related activities that the faculty member will still be responsible for during the leave period. Examples: supervision of graduate students, individual instruction courses, course development, advising, serving on budget councils and departmental committees. Indicate "None" if not applicable.

Line 5c and 5d. Active Research. If the faculty member is currently engaged in sponsored research, answer "Yes" to question 5c and select an answer for 5d; if the faculty member is NOT currently engaged in sponsored research, answer "No" to question 5c and skip question 5d.

Line 6. Salary Supplement. Individuals on leave without pay for personal reasons may not continue to receive their supplement during the period of leave. The dean's office should provide instructions for handling the supplement, if applicable.