

REQUESTING FACULTY FELLOWSHIP LEAVES AND SCHOLAR INCENTIVE AWARDS

T A S K	Responsibility	Method	Fall Application Deadlines	Spring Application Deadlines
1 Faculty member submits the Leave Application to Human Resources for verification	Faculty	hard copy emailed	September year prior to leave	February year prior to leave
2 Faculty member submits the Human Resources-verified Leave Application and Statement of Leave to Department Chair	Faculty	hard copy emailed	November 1	March 1
3 Department Chair approves and submits Leave Applications and Statements of Leave to Academic Dean	Department Chair	hard copy emailed	November 10	March 10
4 Academic Dean uploads the Leave Applications and Statements of Leave to Faculty 180, opens a case in RPT and forwards case to the Provost Office	Academic Dean	Interfolio	November 10-17	March 10-17
5 Leave Applications and Statements of Leave are reviewed by Office of the Provost	Castellanos/DeLongoria	Interfolio	November 18-26	March 18-26
6 Requests for Scholar Incentive Awards (SIA) and Half-year Full Pay Leaves are reviewed by Leave Committee in RPT	DeLongoria	Interfolio	November 18-26	March 18-26
7 Full list of all leave requests is downloaded to Excel and prepared for the College P&B agenda	Castellanos/Mahadeo	hard copy P&B Agenda	November 18-26	March 18-26
8 College P&B votes on leaves	College P&B	at P&B Meeting	December Meeting	May Meeting
9 Provost approves Leave Applications	Provost's Office/Castellanos	hard copy	December following P&B	May following P&B
10 President approves Leave Applications	President's Office/Castellanos	hard copy	December following P&B	May following P&B
11 Fully approved Leave Applications are sent to HR and Academic Dean, Department Chair, Faculty, and MaryAnn Watch	Castellanos	hard copy emailed	December following P&B	May following P&B
12 Fully approved Leave Applications are uploaded to RPT under President and Provost Step Review	Castellanos	Interfolio	December following P&B	May following P&B
13 Post Leave Reports are uploaded to RPT and cases are closed	Castellanos	Interfolio	Within 30 days of leave expiration	Within 30 days of leave expiration

REQUESTING A REVISION TO AN APPROVED LEAVE

T A S K	Responsibility	Method	
1 Leave Revision Request form completed by Faculty who submits to Department Chair	Faculty	hard copy emailed	
2 Department Chair approves and submits revision form to Academic Dean	Chair	hard copy emailed	
3 Dean signs and uploads form to Faculty 180, opens a case in RPT and forwards case to the Provost Office	Dean	Interfolio	There are no deadlines for submitting a leave revision request
4 Provost signs form and uploads to RPT and case is closed	Castellanos	Interfolio	
5 Fully approved Leave Revision Request form is sent to Human Resources, Academic Dean, Department Chair, Faculty, and MaryAnn Watch	Castellanos	hard copy emailed	