

## UTK Faculty Development Leave (FDL) Process for Departments & Colleges

<https://provost.utk.edu/faculty-leave/>

<b>1</b>	The faculty member should have an initial conversation with the department head (DH) about applying for FDL.
<b>2</b>	Once the DH has given the faculty member initial approval to apply for FDL, the case facilitator creates the case and forwards it to the faculty member. Note that all case review steps are “ad hoc” and each individual/committee will need to be added at each approval step by the facilitator before they forward the case to the faculty member (see <a href="#">here for instructions</a> ).
<b>3</b>	The faculty member will attach the required documentation, complete the required forms and forward their case to the facilitator once they are finished.
<b>4</b>	The case facilitator will verify all information in the candidate packet is complete and fill-out the Faculty Information Form using data from IRIS. The case facilitator will then forward the case to the departmental/college review committee (based on dept/college process).
<b>5</b>	The review committee will evaluate FDL applications based on the criteria listed in the instructions. The committee chair will complete the recommendation form and forward the case to the DH.
<b>6</b>	The DH will review the candidate materials and the committee recommendation. They will then complete a recommendation form and forward the case to the college case facilitator.
<b>7</b>	The college case facilitator will verify the candidate packet is complete and move the case forward to the dean.
<b>8</b>	The dean will review the case materials and recommendations of the review committee and DH. The dean will complete their recommendation form and forward the case to the VPFA office.
<b>9</b>	The VPFA will review the case materials and either approve, decline, or postpone the application and notify the faculty member. (Each college will be sent a single memo with the outcomes for their faculty applications.)
<b>10</b>	When the faculty member returns from FDL, Interfolio will send them an email prompting them to upload their FDL activities report. They will have thirty (30) days to submit the report and forward the case to the DH. Once the DH reviews the report, they will forward it to the dean, who in turn, will forward it to the VPFA. The DH and dean <b>do not</b> complete an approval form at this step, rather forwarding the case to the next step <b>acts as approval</b> .
<b>11</b>	Once the VPFA has received and approved the report, they will close the FDL case.

## Faculty Development Workflow Quick Guide

