1 - AY 23-24 Faculty Development Leave (Colleges with Departments)

Unit	Type	Packet Deadline Type	Packet Due Date
Provost Office	Sabbatical	Hard Deadline ⓘ	

Overview   **Packet**

☐ ⊕ Expand All   ⊖ Collapse All

☐ ⌄ **Start Here: Click the "Packet" tab above and complete Instructions and Guidelines Section**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

GENERAL INSTRUCTIONS

Congratulations on reaching this step in your career! **Please review the following instructions before getting started. Once you've reviewed these instructions, you will need to complete the acknowledgement form found at the bottom of this section.** After you've done this, you should speak with your department head and administrative support staff to learn about internal workflows, expectations, and deadlines.

Purpose of Faculty Development Leave

Granting of professional leave strengthens an institution's academic program by enhancing the faculty member's teaching effectiveness and scholarship. The major purpose is to provide regular opportunities for continued professional growth, reinvigorated intellectual achievement, and development of new skills and perspectives through study, research, writing, and training. A sound, well-administered professional leave policy is an important inducement in the recruitment and retention of top quality faculty to major research universities.

A faculty member is awarded professional leave on the merits of a specific proposal for professional development. The award is an investment by the university in the expectation that the leave will enhance the faculty member's ability to contribute to the objectives of the university and to student development. The improvements sought during a professional leave should benefit the work of the faculty member, department, college, and the university. Only professional leave proposals that meet this criterion will be accepted and approved by the university.

The purposes for which professional leave may be granted include:

- Research on significant problems and issues
- Important creative or descriptive work in any means of expression
- Post-doctoral study at another institution
- Other approved projects, including innovations in teaching and learning

Application Process

- The sections below form the main part of your proposal. The sections marked "Optional" are not required and should only be utilized if you have information that supports your leave proposal that cannot be captured in the Faculty Development Leave Proposal form. The sections marked "If Applicable" are required if you will be receiving outside compensation of any sort for the proposed Faculty Development Leave.
- To complete this application, you will need to click "Fill Out Form" in some sections and "Add" in other sections if you need to upload documentation.
- When you are ready to share an individual section of your proposal with your unit's administrative staff to check, you will need to press the "Submit" button for the section. You can also submit your entire proposal at once, rather than piecemeal. Please confirm with your unit's administrative staff about when and how they would like you to share sections with them (piecemeal or all at once).
- Once you submit a section for review you will not be able to edit it until your unit's administrators send it back to you.

Interfolio Quick Guide

- The default screen when you first log in ("Overview") provides a dashboard of the items you need to provide and visual indicators of your progress. **The visuals are not always helpful** since they will show optional items as being complete.
- The "Packet" view (see "Packet" tab next to "Overview" tab) provides more information about what is needed in each section and allows you to upload files (if you are reading this you are in the "Packet" view). We recommend you work in the "Packet" view. You will need to change to this view each time you log in since "Overview" is the default view. Clicking on "Edit" will also take you to the "Packet" view.
- The "Preview Packet" button will compile all the forms you complete and files you upload into a single document and launch a PDF-type viewer. From this viewer, you can download a copy of your packet.
- As you work, you can change the state of a section from "Unlocked" to "Locked" by clicking the unlocked/locked button, which toggles between the two states. Locking a section temporarily changes the section to read-only.

Formatting Guidelines for Files you Upload

- Use a standard font type and size.
- Use the section headings and/or sub-headings listed below in the documents you upload.
- You do not need to add page numbers as these will be added when all your materials are compiled into the final packet.
- PDFs work best, but you can also use other file formats.
- Clearly name your files as file names will become bookmarks in the final proposal.

Questions?

If you have questions or need help, please contact the administrative support staff in your department.

Instructions and Guidelines Acknowledgement 1 required questions,   **Fill Out Form**

This form has not been completed.

☐ ⌄ **Candidate Proposal**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

AY 23-24 FDL Proposal 18 required questions,   **Fill Out Form**

This form has not been completed.

☐ ⌄ **Candidate Proposal Supporting Documentation (optional)**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

Please provide any additional documents that support your faculty development leave proposal.

Optional Supporting Documents 0 Added   **Add**

No files have been added yet.

☐ ⌄ **Candidate CV**
Not Yet Submitted **Unlocked**

Submit   0 of 1
Required Files

Candidate CV 1 required, 0 Added   **Add**

No files have been added yet.

☐ ⌄ **Outside Support and Compensation (if applicable)**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

If applicable, please include any documentation regarding outside support and/or compensation.

Please see this section of the Faculty Handbook for guidelines.

Support Agreements from Outside Entities (if applicable) 0 Added   **Add**

Please include a letter of support from any agency, organization, or institution that will be involved with this project. (e.g., invitation letter from host lab, fellowship award letter) if applicable to your leave request.

No files have been added yet.

Outside Compensation or Reimbursement (if applicable) 0 Added   **Add**

Please include a statement detailing any expected outside compensation or reimbursement if applicable to your leave request.

No files have been added yet.

☐ ⌄ **Tennessee Consolidated Retirement System (TCRS) Form**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

Please visit the TCRS Form website to download and complete the Application for Retirement Credit for Educational Leave of Absence. Once you have completed this form give it to your department's or college's administrative support specialist to route to your Department Head and/or Dean and your college Budget Director for signature. The college Budget Director will upload this form for you at a later step.

If you are taking leave for Fall semester, your leave dates are 8/1 - 1/31.

If you are taking leave for Spring semester, your leave dates are 2/1 - 7/31.

If you are taking leave for Fall and Spring semesters, your leave dates are 8/1 - 7/31.

AY 23-24 TCRS Acknowledgement 1 required questions,   **Fill Out Form**

This form has not been completed.

☐ ⌄ **Terms of Leave Agreement**
Not Yet Submitted **Unlocked**

Submit   0 of 0
Required Files

AY 23-24 EdLOA/FDL - Terms of Leave 1 required questions,   **Fill Out Form**

This form has not been completed.