

The University of Texas at Austin
FACULTY REQUEST FOR LEAVE

Date _____

Superceding Request? yes no

Name _____

UTEID _____

Rank _____

College/School _____

Department _____

Current Percent Time on Faculty Salaries _____

on Endowed Chair _____

on A&P _____

____ **Request for Leave Without Pay (LWOP)** (*Funding NOT administered through the University*)

Percent Time _____ Period of Request _____

____ **Request for Leave from the Instructional Budget (Release Time/RT)** (*Funding administered through the University*)

Percent Time _____ Period of Request _____

1.a. Activities while on leave (*include project title/description where appropriate, e.g., Conduct research on a project entitled "The Study of..."*)

b. Where will faculty member be working? _____

2.a. Source(s) of **leave stipend** (*include percent time funded by each source for both RT and LWOP requests; and, for RT requests only with the exception of Faculty Development Program, the account number(s), where available, e.g., RT: NSF 33% 26-XXXX-XXXX; Faculty Development Program 50% /Faculty Salaries 50%; LWOP: Guggenheim Foundation 75%; Personal Funds 25%*)

b. Is funding approved? pending?

3. Why is leave in the best interest of the University? (*How will the leave improve the individual's teaching and scholarship?*)

4.a. Length of faculty service at UT Austin _____

b. Dates of previous leaves _____

To be completed by department head

5. What arrangements are being made to staff classes that the individual is/was scheduled to teach during the period of leave? What, if any, teaching activities will remain with the faculty member?

Signatures

Requestor _____

Date _____

Department Chair _____

Date _____

Director _____

Date _____

Dean _____

Date _____