



The University of Georgia

University of Georgia Faculty Leave of Absence Request
Form B - Completed by Unit Head

Instructions: The following documents must be submitted to Office of Faculty Affairs: 1) Completed Faculty Leave of Absence Request Forms A & B with signatures, 2) Faculty Member's Written Request, 3) Current CV, and 4) Supporting documentation (as applicable such as inter-institutional contract, agreement letter from agency/institution, notification letter for award of fellowship). Forward the complete package of documents to Office of Faculty Affairs, 225 New College, Campus Mail for review and approval.

FACULTY MEMBER INFORMATION (From Form A)

Name: Rank Title:

Department: Leave of Absence Dates Requested: To:

UNIT HEAD INFORMATION

Explain how this leave will promote scholarly work and encourage professional development:

[Empty text box for explaining how leave will promote scholarly work]

List any other Leave of Absence requests for the unit for the fiscal year:

[Empty text box for listing other leave requests]

Explain how this leave will impact the faculty member's department:

[Empty text box for explaining department impact]

List any courses the faculty member normally teaches:

[Empty text box for listing courses taught]

Explain how the courses will be covered in the faculty member's absence:

[Empty text box for explaining course coverage]

List any other assignments for the faculty member that must be covered:

[Empty text box for listing other assignments]

Explain how the assignment(s) will be covered in the faculty member's absence:

[Empty text box for explaining assignment coverage]

Any additional information you would like to provide:

[Empty text box for additional information]

RECOMMENDED BY:

I have reviewed Leave of Absence Forms A & B and other supporting documentation as required in above instructions and recommend this leave of absence be granted:

Faculty Member's Department Head

Date

RECOMMENDED BY:

Dean/Senior Administrator

Date

Forward the complete package of documents to Office of Faculty Affairs, 225 New College, Campus Mail for review & approval.