



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 & C 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:

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

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

List any courses the faculty member normally teaches:

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

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

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

Any additional information you would like to provide:

**RECOMMENDED BY:** \_\_\_\_\_  
Faculty Member's Unit Head

\_\_\_\_\_  
Date