



REQUEST FOR ACADEMIC LEAVE

Division of Academic Affairs

SUBMISSION AND REVIEW TIMELINE			
Action	Responsible	Recommended Completion Date*	
		For Fall Requests	For Spring Requests
Review policy, eligibility, and process at http://www.valdosta.edu/academics/academic-affairs/academic-leave.php Engage in preliminary discussion with Department Head regarding options and feasibility of academic leave	Faculty Member	Throughout Year	Throughout Year
Submit Academic Leave Application to Department Head one year before term requested	Faculty Member	1 st day of school in August	1 st day of school in January
Review application and send recommendation to Dean; Notify applicant	Department Head	1 st Tues. in September	1 st Tues. in February
Review application and send recommendation to Deans' Council; Notify applicant	Dean	3 rd Mon. in September	3 rd Mon. in February
Combine all college leave requests and place on agenda for next Deans' Council	Academic Affairs	4 th Fri. in September	4 th Fri. in February
Review application and send recommendation to Provost	Deans' Council	At next scheduled meeting	At next scheduled meeting
Review applications; Notify applicant, Department Head, and Dean of decision; Retain copy in personnel file	Provost and Academic Affairs	2 nd Wed. in October	2 nd Wed. in March
Make plans to adjust course teaching assignments, reassign advisees, and reassign other responsibilities	Department Head	At Notification	At Notification
Provide a written summary of progress or status of work accomplished while on leave to Department Head and Dean	Faculty Member	At Return	At Return

*If completion date falls on a holiday, submit the next business day.

Document posted at <http://www.valdosta.edu/academics/academic-affairs/academic-leave.php>

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