

FACULTY RETURN FROM PROFESSIONAL LEAVE

NAME: _____

EFFECTIVE DATE OF RETURN: _____

DEPARTMENT: _____

LEAVE TYPE: **PAID** **UNPAID**

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> • Letter from Faculty to Chair (with summary report) 			Department
<ul style="list-style-type: none"> • Letter from Chair to Dean 			Department
<ul style="list-style-type: none"> • CV 			Department
<ul style="list-style-type: none"> • G/L String 			Department
<p><u>Complete Process:</u></p> <ol style="list-style-type: none"> 1. Prepare FTF/Upload into Perceptive Content 2. Finance approval 3. Dean's approval 4. RBHS approval 5. Send FTF to UHR 6. Update FIS 7. File Documents 			Office of Faculty Affairs