

Date	Summary
<p>As soon as possible</p>	<ul style="list-style-type: none"> • Submit application with appropriate documentation to the Department Chair. • Department Chair should write an impact statement about effect of faculty absence on curriculum and operation of the department. Explain benefits to the department if leave were approved.
<p>Within three (3) weeks of submission</p>	<ul style="list-style-type: none"> • Departmental Committee reviews application by recommendation and reasons explaining strengths and weaknesses of the proposal. • The evaluation and recommendation is submitted to Applicant with a copy to the Department Chair.
<p>Within seven (7) days of receiving Chair statement of impact and Departmental committee recommendations</p>	<ul style="list-style-type: none"> • Applicant may respond in writing to the Department Chair Statement and/or Departmental Committee evaluation and recommendation.
<p>Week 4</p>	<ul style="list-style-type: none"> • Department submits Chair Statement, Committee recommendation, any Applicant response to College Dean.
<p>Within two (2) weeks of receiving the application, including any responses received, and departmental recommendations</p>	<ul style="list-style-type: none"> • Dean provides a copy and of recommendation and reasons to applicant.
<p>Within seven (7) days of receiving the Dean's recommendation</p>	<ul style="list-style-type: none"> • Applicant may respond to Dean's to recommendation in writing.
<p>Week 8</p>	<ul style="list-style-type: none"> • Dean submits application packet and responses to University Personnel-Faculty Affairs (UP-FA).
<p>Within two (2) weeks of receiving complete application including any responses received from UP-FA</p>	<ul style="list-style-type: none"> • President considers prior recommendations and responses from applicant and notifies applicant, Dean, department Chair, and departmental committee of final status of application and reasons for decision.

The terms department and chair are intended to include other equivalent units and positions of other names.