<u>Academic Forms On-line Request for Teaching Release</u> for Ladder Rank Faculty/Extension on the Clock

The Teaching Release/Extension of the Clock request form can be submitted by faculty and by staff on behalf of faculty.

Faculty Name:	TEST, ONE
Acad Series:	Professor
Acad Unit:	Testing College
Department:	Dept of Testing
I would like to r	equest an extension on the clock
_	equest teaching release for the birth/adoption of this child
Course and account	ing information is provided by Department Staff
	ing information is provided by Department Staff ments section below to provide justification for exceptional requests or provide any additional
Please use the com	
Please use the com	ments section below to provide justification for exceptional requests or provide any additional
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Academics can choose the form from the drop-down menu in the upper right hand corner. Past requests and/or drafted requests can be found using the 'View Past Requests' drop-down.



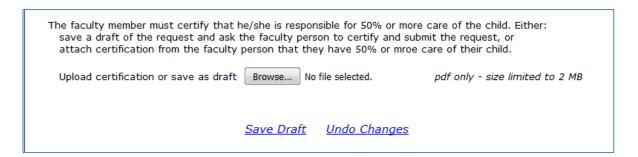
Staff can start a new draft by selecting an academic from the 'Forms' page and clicking on the 'Teaching Release/Extension of the Clock' link.

Create an Acade	mic Member Specific Form
Select Academic *	Click Link to Create a New Form Sabbatic Leave/Leave of Absence
	Teaching Release/Extension of the Clock
Emeriti faculty can be selec	ted hy either using the dron-down menu

All requests must certification that they have 50% or more care of the child.

☐ I certify that I have 50% or more care of my child.								
<u> </u>	<u>Submit</u>	<u>Save Draft</u>	<u>Undo Changes</u>					

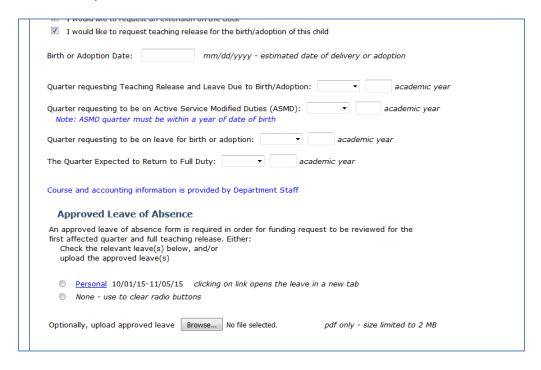
For staff the option to submit the request will not appear until after certification is attached to the request.



If the request is an Extension of the Clock and not a request for Teaching Release then one additional field, date of birth or adoption, is required.

Faculty Name:	TEST, ONE
Acad Series:	Professor
Acad Unit:	Testing College
Department:	Dept of Testing
	equest an extension on the clock
I would like to r	equest teaching release for the birth/adoption of this child
Birth or Adoption Da	te: mm/dd/yyyy - estimated date of delivery or adoption
Course and account	ing information is provided by Department Staff
Please use the com	ments section below to provide justification for exceptional requests or provide any additional information
110000 000 010 00111	mana section below to provide justification for exceptional requests of provide any establishment and
Comments (500	characters remaining)
	J
I certify that I	have 50% or more care of my child.
•	·

For a teaching release request additional information is required from both the academic member and also from the department staff. Note at the initial academic stage that either an approved leave of absence in Forms Online, or documentation of an approved leave of absence, is required.

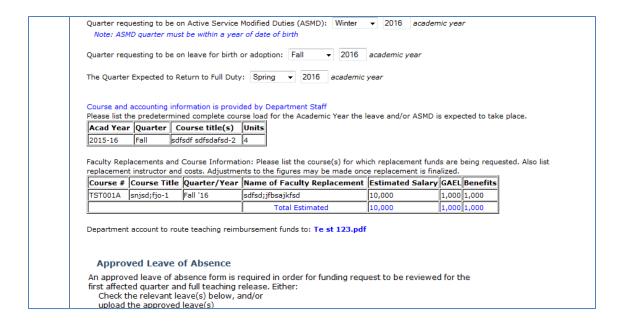


The department staff review stage requires:

information about the academic's predetermined complete course load, information about the course(s) the request is asking funding for, and the account funds should be transferred to.

Acad Year	Ouarter	Course tit	la(s)	Units				
Acau tear	Quarter	Course tit	iic(s)	Units				
▼	▼							
•	•							
	acements and Course instructor and costs						iesteu. Aist) list
					[<u>A</u>	dd Row j		
Course #	Cou	ırse Title	Academic Quarter/Year	Name of Facul	ty Replacement	Estimated Salary	GAEL	Benefits
					Total			
	account to route tea	ching reimbursemen	t funds to:					
Department								

Note if this information is added by staff prior to the academic submitting the request that the two tables are not editable by the academic.



Required fields for initial submission

Check Extension and/or Release boxes

Date of Birth required

If Teaching release

Quarter requesting teaching release and leave

Quarter expected to return

Either ASMD or Leave quarter

If Teaching release and being reviewed by Department staff

Both tables must have data

Reimbursement account must be provided

Document routing in Academic Affairs

Extension of the Clock only

Consultants

Vice Provost

Teaching Release only

Faculty Relations Director

Assistant Vice Provost

Extension and Release

Consultants

Faculty Relations Director

Vice Provost