Academic Forms On-line Request for Teaching Release 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 request an extension on the clock
- [ ] I would like to request teaching release for the birth/adoPTION of this child

Course and accounting information is provided by Department Staff

Please use the comments section below to provide justification for exceptional requests or provide any additional information

Comments (500 characters remaining)

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

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.
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.
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.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Quarter</th>
<th>Course Title(s)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>Fall</td>
<td>not listed</td>
<td>4</td>
</tr>
</tbody>
</table>

Faculty Replacements and Course Information: Please list the course(s) for which replacement funds are being requested. Also list replacement instructor and costs. Adjustments to the figures may be made once replacement is finalized.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter/Year</th>
<th>Name of Faculty Replacement</th>
<th>Estimated Salary (GAI)</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TST001A</td>
<td>not listed</td>
<td>Fall 2016</td>
<td>not listed</td>
<td>10,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Department account to route teaching reimbursement funds to: Te st 123 pdf

Approved Leave of Absence

An approved leave of absence form is required in order for funding request to be reviewed for the first affected quarter and full teaching release. Either:

Check the relevant leave(s) below, and/or upload the approved leave(s).
**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