

Guidelines for Deans on FMFL Paperwork

- Become familiar with the FMFL policy.
- Be sure that the department chair or division head has successfully completed her/his role in the FMFL process.
- If the department chair or division head has not already done so, supply the faculty member with a copy of the FMFL Policy.
- Write a memo addressed to the Provost, recommending the medical and/or family leave for the faculty member.
 1. Note that this memo must be addressed to the Provost, but should *not* be sent to the Provost. It should be sent to Faculty Records.
 2. The length of leave recommended in the memo should be identical with what the faculty member requested and what the department chair or division head has recommended, providing it is acceptable under the FMFL policy. The memo should acknowledge any idiosyncrasies or apparent discrepancies in the request. The Office of the Provost will check the faculty member's requested leave against the certification of physician form.
 3. The memo should state that the faculty member was provided with a copy of the FMFL policy.
 4. When applicable, the memo should indicate that any necessary arrangements to have the faculty member's courses covered have been made.
 5. Double check to make sure the faculty member's tenure clock is not an issue. If the faculty member plans to request an extension of the tenure clock, a statement indicating this should be included in the faculty's memo and your memo.
 6. Send your memo addressed to the Provost recommending the leave along with both the faculty member's memo requesting the leave and the department chair's or division head's memo recommending the leave along with a properly coded and marked ER to Faculty Records. If the faculty member has chosen to forward the certification of physician form with the leave request, it should be sent with the rest of the FMFL package to Faculty Records. Note that the faculty member has the choice to send the certification of physician form directly to the Provost's Office for confidentiality.
- All FMFL paperwork should be processed in a timely manner.