

**FACULTY
SABBATICAL LEAVE APPLICATION FORM
2011/2012**

OCTOBER 31 IS THE ANNUAL SUBMISSION DEADLINE

A. HOW TO APPLY

Note: Applications for Sabbatical Leave are processed in the Fall semester preceding the academic year in which the leave falls.

1. Submit your sabbatical leave plan to your department for review and collegial feedback.
2. Ask your department head to sign your completed Sabbatical Leave Application, signifying that your plan has been reviewed by the department. (In cases where there is not a department head, a Dean, Director or immediate supervisor will sign the application.)
3. Ask your Dean or AVP to sign your completed Sabbatical Leave Application, signifying that the leave is in accordance with Article 22.3(c)(i) of the Collective Agreement, "Qualification for Sabbatical Leave."
4. Send your completed and signed Sabbatical Leave Application to the Associate Vice President, Employee Services for processing through the Joint Professional Development Committee.
5. Remember that completed applications must be submitted to Employee Services on or before the annual deadline of October 31; however, you are encouraged to submit your application well in advance of the deadline.

B. CRITERIA FOR APPROVAL

Your sabbatical leave application must satisfactorily fulfill all the criteria listed below to receive approval from the Sabbatical Leave sub-committee of the Joint Professional Development committee (JPDC).

Criteria

1. You must provide a detailed sabbatical leave plan, with realistic outcomes or goals and a system of reporting.
2. Your plan should be clearly linked to your professional background. However, projects can relate to current research, teaching or learning activities that may not be directly associated with your professional background.
3. Your application must demonstrate the value of the leave plan, both to you professionally, and to the University.
4. Eligible sabbatical leaves must fit into one of the six streams described below.
PLEASE IDENTIFY INTO WHICH OF THESE STREAMS YOUR PLAN FALLS BY CIRCLING.
 - a) **Research Project**: A program or project of research, or work leading to research, designed in a manner making it acceptable within the guidelines now in use for the 'Research Option.'
 - b) **Scholarly Activity Project**: A scholarly project or a program of activity in the creative arts designed in a manner making it acceptable within the guidelines now in use for the 'Scholarly Activity Option'.
 - c) **Teaching and Learning Project**: A project of significant educational/professional value that benefits both the individual and the institution.
 - d) **Curriculum Development**: A course or program curriculum development project relevant to the UFV's current or planned programs.
 - e) **Course or Training Program**: Enrolment and participation in a training or educational program leading to new skills and competencies relevant to the faculty's present or future faculty's teaching responsibilities.
 - f) **Completion of Requirements for New Credentials**: Course work, or research towards the completion of the requirements for new credentials relevant to the faculty's responsibilities at UFV.

C. SABBATICAL LEAVE REPORTS

On completion of your sabbatical leave, you must submit a report for review summarizing the outcomes of the project (see last page of this application for the form). The report is to be submitted to Employee Services for forwarding to JPDC.

D. GENERAL INFORMATION

1. All Type B Faculty at UFV are eligible for a sabbatical leave after seven(7) years of continuous service. A sabbatical leave provides an extended time for faculty to engage in a program of research or other appropriate scholarly activity, an opportunity to upgrade professional skills, acquire new competencies or credentials, or engage in approved teaching and learning activities, including course or curriculum development work.
2. Eligibility lists for Type B Faculty are available from the office of their Dean or Associate Vice President.
3. Employees being granted assisted leave must continue to work at the University for twice the leave period or will be subject to repayment of the sabbatical leave money on the following basis:
 - a) Recipient remains an employee and at work for twice the leave period - no refund of leave money.
 - b) Recipient remains an employee and at work for the length of the leave and then resigns - one half (1/2) leave money is refundable.
 - c) A percentage calculation will be used to determine the amount of refund for recipients whose situations do not fall into either (a) or (b) above.
4. Funding is set at one hundred (100%) percent of the normal base salary and will not exceed the top step of the faculty scale.
5. Faculty may use three banked sections to take a sabbatical leave of two consecutive teaching semesters. Faculty who plan to do so must indicate their intention on the completed application form submitted to the Sabbatical Leave sub-committee of the Joint Professional Development committee (JPDC).
6. Faculty on sabbatical are not eligible to teach overload sections during the sabbatical leave period.
7. If for any reason you cannot fulfil your Sabbatical commitment, or you wish to make a change to it, you must contact the Joint Professional Development Committee for their approval.

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Please complete all relevant sections as applications will not be processed unless all information requested below is provided. **DEADLINE: October 31, 2009**

SECTION I – PERSONAL INFORMATION:

Name:	Position:
Department & Division:	Date:
Telephone:	Email:

SECTION II - PERIOD OF LEAVE REQUESTED:

Teaching Faculty	<input type="checkbox"/> May 1/11 – December 31/11 <input type="checkbox"/> January 1/12 – August 31/12 <input type="checkbox"/> Other (Please explain) <input type="checkbox"/> Additional teaching semester will be taken in conjunction with Sabbatical leave as per article 22.3(v). Please specify term banked sections will be used in: _____
Non-Teaching Faculty, Educational Advisors, or Directors (4-month Sabbatical Leave)	From: _____ To: _____

SECTION II - STATEMENT OF OUTSIDE FINANCIAL SUPPORT (if applicable):

Source:

Amount:

SECTION III – LAST SABBATICAL LEAVE TAKEN (NOT P.D. FUNDED)

(Only to be completed if you have taken a leave under the new sabbatical system):

Have never taken a Sabbatical

Title:

Started:

Completed:

SECTION IV – DETAILS:

Please provide the following pieces of information:

1. Type of Sabbatical Leave requested – see Criteria (4)

Research	<input type="radio"/>	Scholarly Activity	<input type="radio"/>
Teaching & Learning	<input type="radio"/>	Curriculum Development	<input type="radio"/>
Course or Training	<input type="radio"/>	Completion of Requirements for new Credentials	<input type="radio"/>

2. Project Title

3. Project Summary (give a brief description – maximum 300 words – of the project written in terms that a non-specialist in the field will understand).

4. Details of Project:
 - i. Objectives and outcomes of the proposed project.

 - ii. Project design and activities to be conducted during the leave period.
 - Briefly describe how the project relates to your current research or teaching or learning activities.
 - If applicable, explain how the project may lead to a larger, on-going program of work.
 - Describe, if applicable, how other faculty or students are involved.

 - iii. Project schedule (time lines).

 - iv. Plan for disseminating the results of the project.

 - v. Plan for submission of progress report and final report.

If you wish, please attach relevant documents in support of your application, such as:

- Letter(s) of support from Institutions, etc.

- Letter(s) of support from colleagues, co-investigators, etc.

SECTION IV – SIGNATURES:

Applicant	Department Head	Dean/VP
Date	Date	Date
Date received in Employee Services: _____		

Faculty Sabbatical Leave Final Report

Faculty Name:	
Department:	
Title of Project:	
Start and End Dates of the Sabbatical:	

- 1) Describe the objectives and main activities of your sabbatical project as described in your approved Sabbatical Leave Application.
- 2) Describe any changes in your objectives and activities since the plan was approved, and provide the rationale for them
- 3) Describe the project activities conducted and the time frame within which they took place.
- 4) Was the project funded? (If yes, by whom and for what amount?)
- 5) If the project was conducted outside of UFV, please specify where.
- 6) Describe the main results of the sabbatical leave, as well as the outputs of the projects (e.g. reports, publications, presentations, etc.) If the publication was peer-reviewed, please specify.
- 7) Provide one copy of the presentations, draft publications, or publications. If there is any reason, why the material that you submit should be kept confidential, please indicate clearly on the material itself and in your report. If the publication or other output is not yet available, specify the date you expect it to become available.
- 8) Send your completed report to Nancy Scarrow, Executive Assistant to the Associate Vice President, Employee Services in hard copy or at nancy.scarrow@UFV.ca