**Faculty Sabbatical Application**

**Sabbatical Application “B” Stream**

Submission **MUST** be made in [ROMEO](https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(lnonpdweco5qjlr14j0dfzri))/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2f).

Please upload the document under the “attachments” tab.

Deadline for ROMEO submission is **NOVEMBER 15**

# **SABBATICAL APPLICATION**

Please complete all sections; all subheadings must be addressed. Incomplete or late applications will not be accepted. Please refer to the [Sabbatical Handbook](https://ufv.ca/media/assets/research/ro-sa-sabbatical/Faculty-Sabbatical-Handbook-2022-23.pdf) when completing your application. If you have any further questions that cannot be answered by the handbook, please contact the Research Office at [ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca).

# **TIMELINE and DEADLINES**

**June – September Application Preparation**

The applicant begins to prepare their application well in advance of the final deadline.

**September Department Feedback**

The applicant submits the application to the Department Head/Director sufficiently in advance of the date of the September department meeting to enable review and feedback from the department.

**September 30 - Department Head/Director feedback**

The Department Head/Director prepares a summary of the feedback and sends the summary, together with the application, to the applicant AND to the senior administrator for the area (either the Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian, or Vice President Students & Enrolment) no later than September 30.

**October 15 - Dean’s (or equivalent official’s) review and advice**

As early as possible, but no later than October 15, the Dean provides advice to the applicant on strengthening the application, so that the applicant may consider revisions. The advice may be provided in writing or in person at a meeting of the Dean and the applicant.

**November 15 – Submission of Finalized Application**

The applicant has until November 15th to make any revisions and submit their application. Complete and final applications must be submitted electronically to the Research Office via the Romeo portal and a separate copy sent to their Dean (or equivalent official). It is the responsibility of the applicant to submit the completed application package, not the Dean.

**November 30 – Dean’s Electronic Confirmation**

The Dean will confirm through the Romeo portal by November 30th that they have been given an opportunity to review the sabbatical application and provide feedback to the applicant. The Dean will be able to comment as to whether the applicant incorporated the advice of the Department and Dean.

# **Application Types**

In [ROMEO](https://ufv.researchservicesoffice.com/Romeo.Researcher/(S(tlkmnlgdgzyg4tb21yq1gcpl))/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2f), please choose one of the two applications:

**Sabbatical Application Form – A streams** include: Research Project, Scholarly Activity Project, Teaching and Learning Project, and Curriculum Development Project.

**-OR-**

**Sabbatical Application Form – B streams** include: Course or Training Program, and Completion of Requirements for New Credentials Program.

# **SABBATICAL APPLICATION FORM – B: DETAILS**

The **Project Description** document must be uploaded into ROMEO as a separate PDF and it **MUST** include:

|  |  |
| --- | --- |
| **Sub-heading** | **Details** |
| *Sabbatical Title* | Proposed sabbatical title |
| *Summary* | Maximum 250 words describing purpose and significance of project |
| *Purpose of Program* | Describe the purpose of the course or training program or the credentials |
| *Program Design* | Outline the structure of the education or training program |
| *Program Timeline* | Describe in detail the timeline of the learning activities to be conducted during the leave period. This could be organized by month to month or other suitable timing, so the sequence of activity can be clearly understood |
| *Program Output* | What credential or certification will be earned by the end of the leave |
| *Benefits of Training or Credential* | Describe the benefits of the training or credential to yourself and UFV |
| *Work Completed Prior to Leave Period* | Please describe the work already completed and in progress, or activities the applicant has undertaken in the last year to prepare for the sabbatical leave |
| *Likelihood of Success of Sabbatical Plan* | Please describe why the sabbatical will be successful |
| *Other Considerations* | Any other considerations that the review committee should be aware of |

*~Application will start on the next page~*

# **Sabbatical Application Form – “B” Stream**

1. **Sabbatical Title** (please provide a working title)

Click or tap here to enter text.

1. **Summary** (Maximum 250 words describing purpose and significance of project)

Click or tap here to enter text.

1. **Purpose of Program** (Outline the structure of the education or training program)

Click or tap here to enter text.

1. **Program Design** (Outline the structure of the education or training program)

Click or tap here to enter text.

1. **Program Timeline** (Describe in detail the timeline of the learning activities to be conducted during the leave period. This could be organized by month to month or other suitable timing, so the sequence of activity can be clearly understood)

Click or tap here to enter text.

1. **Program Output** (What credential or certification will be earned by the end of the leave)

Click or tap here to enter text.

1. **Benefits of Training or Credential** (Describe the benefits of the training or credential to yourself and UFV)

Click or tap here to enter text.

1. **Work Completed Prior to Leave Period** (Please describe the work already completed and in progress, or activities the applicant has undertaken in the last year to prepare for the sabbatical leave)

Click or tap here to enter text.

1. **Likelihood of Success of Sabbatical Plan** (Please describe why the sabbatical will be successful)

Click or tap here to enter text.

1. **Other Considerations** (Any other considerations that the review committee should be aware of)

Click or tap here to enter text.