



APPLICATION FOR SABBATICAL

Please read Faculty Handbook policy B.2.6.4 *Research Support – Sabbaticals* before proceeding with the application.

Please send original and 2 copies to your Division Dean/School Chair. Supporting documents must be attached to the original copy as well as to the additional copies.

Deadline: Applications must be submitted to the Dean/Chair no later than October 15.

1. Name of Applicant _____

2. Department/School _____

3. Rank/Position _____

4. Appointment Status Tenured Tenure track

5. Sabbatical Requested Full Year Two Terms One Term

6. Period of Sabbatical: From _____ to _____

7. Eligibility (See clause B.2.6.4. of the Faculty Handbook.)

(a) Date of original continuous appointment to full-time faculty _____

(b) Previous sabbaticals and leaves from the Canadian University College:

(1) Sabbaticals _____

(2) Other leaves _____

(c) Years of Full-time Faculty Service at Canadian University College _____

8. _____
Applicant's Signature

Date

9.

Summary of Sabbatical Program – Provide a short summary, written in terms that can be readily understood by people outside your discipline, of the sabbatical proposal including geographical location (50-100 words).

Attachments – check if attached; if not, provide reason(s) in writing

- 1. Detailed description of the proposed use of the sabbatical, including an outline of the objectives, and an indication of the relationship between the objectives and your duties at the Canadian University College.
- 2. A specific itinerary.
- 3. Documentation that any necessary collaboration or use of facilities at other institution has been arranged, or has been sought. This documentation must be satisfactory before final approval of the sabbatical is granted.
- 4. A preliminary statement indicating the availability of external funding such as fellowships, travel grants, part-time employment, etc.
- 5. A statement from your Division Dean/School Chair indicating arrangements for sabbatical replacements.
- 6. An up-to-date Curriculum Vitae.
- 7. Copy of last sabbatical report to the Vice President for Academic Administration, if applicable.

10.

Division Dean/School Chair's assessment of the Sabbatical Proposal and recommendation to the Faculty Development and Research Committee

Signature _____
Division Dean/School Chair

Date _____

11.

Faculty Development and Research Committee's assessment of the Sabbatical Proposal and recommendation to the Vice President for Academic Administration

Signature _____
FDR Chair

Date _____

12.

Vice President for Academic Administration's Decision

Signature _____
VPAA

Date _____