

Process for Sabbatical Application Approvals

Adopted September 2012
Revised June 2024

The process for a Sabbatical Application and Approval is defined by [Article 17](#) of the WUFA Collective Agreement (CA).

1. It is recommended that the applicant notifies their Head/dean (AAU Head) of their intention to apply for sabbatical leave in Spring (April/May) the year preceding the leave for initial discussions of timeline and program viability.
2. Applicant provides their AAU Head a written application for a sabbatical leave **prior to September 1** of the academic year **preceding** the year for which the leave is requested. **Internal deadlines will be set earlier to allow AAU Heads time to review the application.** The application includes (17:04, 17:05):
 - a. Current eCV (including back-up documentation for any “in press” items on the eCV),
 - b. Sabbatical application form
 - c. All previous sabbatical reports.
3. The sabbatical application is reviewed and approved by both the applicant and the AAU Head as meeting the criteria for a sabbatical.
4. Applicant and AAU Head discuss the timeline to ensure the program viability has been met (Article 17:11). If any change to the timeline with a request for a deferral has been made by the AAU Head, this information must clearly be indicated on the application form prior to submission to the Dean’s office, including the choice of the candidate to either have their salary allowance increased by five percent (5%) of their Nominal Salary, or to have the year of postponement used as entitlement towards their next sabbatical leave.
5. The AAU Heads will forward all sabbatical leave applications and their recommendations in PDF format to the Dean’s office by **September 1**. The AAU Head will be responsible for:
 - a. checking the eligibility of applicants according to Article 17:03 and 17:04 (a) – (d)
 - b. ensuring that applications conform to the requirements of Article 17:04 (e) through (h).
 - c. Completing section of cover letter.
 - d. providing a letter of appraisal of the Plan required in clause 17:04 (e).
6. The Deans will forward all sabbatical leave applications and their recommendations in PDF format to the Associate Vice-President’s (AVPA) office by **September 15**. The Deans’ offices will be responsible for:
 - a. checking the eligibility of applicants according to Article 17:03 and 17:04 (a) – (d)
 - b. ensuring that applications conform to the requirements of Article 17:04 (e) through (h).
 - c. Completing section of cover letter.
 - d. providing a letter of appraisal of the Plan required in clause 17:04 (e).
7. The AVPA’s office will prepare a summary of the Deans’ recommendations, including the appropriate motions to be placed on the agenda of the Sabbatical Review Committee. The Sabbatical Review Committee is composed of The Sabbatical Review Committee shall be comprised of all the Deans, the University Librarian, and the Provost, or delegated to the AVPA, who shall serve as its Chair.
8. Deans may request the Sabbatical Review Committee to review any file in depth. The request should be made in advance of the Sabbatical Review Committee meeting, so the appropriate file can be given appropriate review.
9. The Sabbatical Review Committee will review and make the final decision on any negative recommendations submitted.
10. The Sabbatical Review Committee will hear any appeals of negative decisions as required by Article 17:05 of the Collective Agreement.
11. A summary of the negative decisions, if any, will be reported to the Provost before applicants are informed.

12. The obligations of the Sabbatical Review Committee under Article 17:05 of the Collective Agreement are noted below:

17:05 Application for sabbatical leave shall be carried out as follows:

- (a) A faculty member who is eligible for sabbatical leave shall make written application and provide a detailed written statement as required under clause 17:04 (e) to the Dean and Head on or before the 1st day of September of the academic year preceding the year for which the leave is requested.
- (b) The Dean and the Head (in the case of librarian members, the University Librarian or Law Librarian as appropriate and the Associate Librarian) shall provide a letter(s) of appraisal of the Plan required in clause 17:04 (e).
- (c) A member whose application for sabbatical leave has not been recommended for approval by the **Sabbatical Review Committee** upon initial consideration shall be given an opportunity to appear before said Committee in order to have her/his application reviewed in accordance with the requirements of this Article 17. The Faculty Association shall be provided with the names of all members who are given an opportunity to appear before the said Committee. The Faculty Association shall treat the list of names as confidential. The **Sabbatical Review Committee** shall be comprised of the Deans, the University Librarian and the Provost who shall serve as its Chair.
- (d) The Provost shall give at least fourteen (14) days written notice of the date and time at which the **Sabbatical Review Committee** intends to review the application and shall refer to the specific clause and shall state in full the reason(s) for the necessity of said review.
- (e) The Faculty Association shall have the right to represent any member who opts to appear before the **Sabbatical Review Committee** under clause 17:05 (c).
- (f) In the case of those members who do not appear before the **Sabbatical Review Committee**, the Provost shall inform said members of the decision on or before December 1st of the academic year preceding the year for which the leave has been requested; in the case of members who do appear before the **Sabbatical Review Committee**, and whose application(s) for sabbatical leave is/are denied by the Board of Governors, the Provost shall inform said members of the decision with reasons therefore in accordance with the provisions of Article 27 no later than thirty (30) calendar days after the herein above specified December 1st.