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**Requirements Check List:**

\_\_\_ 1. Completed Cover sheet

\_\_\_ 2. Confirmation that dates have been discussed and confirmed.

\_\_\_ 3. Letter(s) of Recommendation from AAU Head (Note 1)

\_\_\_ 4. Letter(s) of Recommendation from Dean (Note 1)

\_\_\_ 5. Completed Sabbatical Plan (See Instructions)

\_\_\_ 6. Appendix: Electronic *c.v.* printout (Note 2)

\_\_\_ 7. Appendix: All previous sabbatical leave reports

***Application for Sabbatical Leave***

***Cover Sheet***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To Be Completed by Applicant:**

Name:

Programme:

AAU:

Faculty:

Duration of Leave Requested: Number of Months \_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by AAU Head or Dean of a non-Departmentalized Faculty:**

**\*\*Letter of appraisal from Head *must* be attached (see Note 1 below**). **Rationale for any changes must be provided.**

a) Recommended \_\_\_\_\_\_\_\_\_\_\_\_\_ b) Not Recommended (Attach Rationale): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have the start and end dates of the sabbatical leave been discussed with the faculty member (provide rationale if there is a modification required). Please refer to [Collective Agreement Article 17](https://www.wufa.ca/article-52/article-17-sabbatical-leaves) (e.g. 17:11 for discussion of deferral due to quality and continuance of the program):

Yes \_\_\_\_\_ Yes, with modified date (indicate revised date and acceptance by applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Dean:**

**\*\*Letter of appraisal from Dean *must* be attached (see Note 1 below**)

a) Recommended \_\_\_\_\_\_

b) Not Recommended (Attach Rationale) \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Office of the Provost and Vice-President, Academic Only:**

1st Appointment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Months of Qualifying Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eligible % of Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Previous Sabbatical Report Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Sabbatical Leave Dates (Beginning and Ending): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*Note 1: Letters of Appraisal should deal directly with the Plan as required in Article 17:04(e). The AAU Heads and Deans shall*

*also consider the Plan in light of Articles 5.28, 5.29 and 5.32.*

*\*\*Note 2 For any “In Press” entries, provide letters of confirmation from Editors indicating acceptance of research publications.*

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**Sabbatical Plan**

The sabbatical leave is a valuable intellectual opportunity for reflection, revitalization and discovering new directions that will enhance your achievements and the mission of the university. Please address how the sabbatical leave will advance innovation and excellence in your teaching and research activities and your recognition within the international academic community (refer to [Collective Agreement Article 17](https://www.wufa.ca/article-52/article-17-sabbatical-leaves) for details). Your plan should provide a detailed written statement of your proposed plan of study, research, etc., for your sabbatical leave. (In approximately 500 words and using the categories 1-8 below identify what you hope to achieve during the sabbatical period.)

***NOTE:***

*17.04 (g) If the request for sabbatical leave is for the completion of a doctorate, attach a written statement to indicate the stage to which the doctoral work has advanced with confirmation from the university involved and a timetable for completion of the doctoral program with confirmation from the supervisor.*

*17.04 (h) Sabbaticals granted for courses of study leading to the development of new areas of teaching should involve areas approved by the appropriate Senate committee as worthy of development and would be subject to agreement by the Dean, after consultation with the Head that there are potential openings for the teaching of such courses.*

1. **Proposed Description and Outcomes:**
2. **Methodology:**
3. **Timetable of Planned Activities:**

Provide a clear timeline of activities throughout the sabbatical leave period.

1. **Relationship of Proposed Plan to Area of Expertise:**

Indicate clearly if the plan is within the applicant’s demonstrated area of competence and attainable within the sabbatical period or if the sabbatical application is for courses of study leading to the development of new areas of teaching.

1. **Approvals and Agreement:**

Consider your response to Question #4 above, and if relevant:

* Confirm approvals obtained by the appropriate Senate Committee and the agreement by the Dean or his/her designate that there are potential openings for teaching in such courses;
* Append copies of the approvals.

1. **Resources:**

Where sabbatical plan involves work at any institution outside of the University of Windsor, submit documentation of permission to visit and work at such institution(s) or of attempts made to obtain this.

1. **Student Supervision:**

Please outline the arrangements you have made for student research supervision or other related activities while on sabbatical leave. Please ensure your students are aware of these arrangements, and that the department is aware of these arrangements in order to support your students as appropriate. Please identify any implications for teaching or graduate supervision and how they will be addressed.

1. **Additional Support for Application:**

Provide additional relevant comments in support of, or clarification of the application (*e.g*., grants applied for and grants received in each of the past four years, title of project, granting agency and amount received in Canadian dollars). ***Do NOT include Research Grants in Lieu of Salary.***

**APPENDICES -- REQUIRED ATTACHMENTS:**

1. **Electronic *CV (***[uwindsor.ca/eCV](http://uwindsor.ca/ecv)) ***–* No other form of *cv* will be accepted.**

\*\*For any “In Press” entries, letters of confirmation from Editors indicating acceptance of research publications must be provided.

1. **All previous Sabbatical Leave Reports MUST be attached**