UNIVERSITY OF SASKATCHEWAN
SABBATICAL LEAVE APPLICATION

Part A: Instructions to Applicants. Please review Article 20 SABBATICAL LEAVE of the Collective Agreement. Complete this form, attach copies of required documents, and send to your Department Head **by September 22**. The deadline for submission of applications to the Dean/Executive Director or College/School Sabbatical Leave Committee is **September 30**.

Name of Applicant:		
Department:	**College**:	
Title of Project:		
Brief Summary of the Project (do not append additional pages):		
Location(s) during leave:		
Institution	Place	Dates
Dates of proposed leave:	From:	To:
Leave applied for:	___ 12 months at 90% salary ___ 6 months at 100% salary ___ 6 months at 90% salary (based on 3 years additional service since previous leave)	
***Note**: Periods of part-time employment will affect the sabbatical stipends listed (Article 20.5.4). Please indicate whether any of your qualifying service for this sabbatical includes part-time employment.*		❑ Yes ❑ No
Dates of previous sabbatical and administrative leaves:		Administrative / Sabbatical
From:	To:	❑ ❑
From:	To:	❑ ❑
From:	To:	❑ ❑
Applicant's Signature:		**Date**:

Description of the Sabbatical Project (do not append additional pages)		
Title:		
Objective(s):		
Describe the benefits of the project to you and the University:		
Indicate whether this project will involve the use of ❑ Animals or ❑ Human Subjects If so, and the leave is granted, it will be necessary to confirm that the project has been reviewed and approved by the appropriate ethics review body at the host institution.		
Indicate which category(ies) of benefits in Article 20.4 apply to this particular project:		
(i) research & scholarly work ❑	(ii) teaching ❑	(iii) clinical practice ❑
(iv) other work related to your University duties ❑		

Describe the project (Attach additional pages if required):
In particular, describe your plan to achieve the objectives listed, the substantive outcomes expected from the project, and the significance or importance of the project.

Identify past achievements which would justify the award:
Attach your curriculum vitae updated to June 30 of the current year. In the space below, explain or refer to (rather than list) entries in your cv.

Summarize accomplishments from previous sabbatical leaves:
Attach a copy of the report from your last sabbatical leave; update information on publications or other achievements resulting from the last sabbatical leave.

Indicate status of negotiations with host institutions (attach correspondence or e-mail when available):

List attachments included with the application:

Attach the following:

- ❑ *curriculum vitae*, updated to June 30 of current year
- ❑ report from last sabbatical leave (if applicable)
- ❑ correspondence from host institution

❑ **Other attachments** (please list)

Name of Applicant:	
Department:	**College**:

B-1. Comments by the Department Head (or **Dean/Executive Director**, where applicable)	
Identify the category(ies) of benefits in Article 20.4 which apply to this particular project: (i) research & scholarly work ❑ (ii) teaching ❑ (iii) clinical practice ❑ (iv) other work related to the applicant's University duties ❑	
Provide your assessment of the specific benefits of the leave to the University and applicant:	
Provide your assessment of the likelihood the proposed project will be successfully completed:	
Additional comments attached? Yes ❑ No ❑	
Signature:	Date:

Name of Applicant:	
Department:	**College**:

B-2. Comments by Dean/Executive Director	
Is the applicant eligible to apply for sabbatical leave under Article 20.5?	Yes ❑ No ❑
Is this an early sabbatical leave as per Article 20.5.3?	Yes ❑ No ❑
If **YES**, do you approve of the early application?	Yes ❑ No ❑
Is the leave applied for in accord with the dates in Article 20.9? Article 20.9 states: *"Full-year sabbatical leaves shall normally commence on July 1. Six-month sabbatical leaves shall normally commence on January 1 or July 1."*	Yes ❑ No ❑
If **NO**, do the dates specified have your approval?	Yes ❑ No ❑
Do you approve the sabbatical leave?	Yes ❑ No ❑
Provide your comments on the application. Additional comments attached? Yes ❑ No ❑	
Signature:	Date:

INSTRUCTIONS: Department heads should complete section B-1 and send the application and attachments to the dean by **September 30**. Deans/Executive Directors should complete section B-2 and if appropriate send the entire application and attachments to the College Sabbatical Leave Committee by **September 30**. When the application is from a department head or from a faculty member in a non-departmentalized college/school, the dean/executive director should complete both Sections B-1 and B-2.