GUIDELINES FOR SABBATICAL LEAVE APPLICATIONS

(to be read in conjunction with Article 20 of the USFA Collective Agreement)

A. ***Purpose of a Sabbatical Leave***: Article 20.1 of the Collective Agreement between the USFA and the University of Saskatchewan describes sabbatical leaves as:

"*... intended for academic study, research, writing, and similar activities. Sabbatical leaves provide a means by which employees increase their knowledge, further their research, stimulate intellectual interests, strengthen their contacts with the world-wide community of scholars, thus enhancing their contribution to the University on their return.*"

B. ***Criteria for Sabbatical Leaves*** (Article 20.4): The sabbatical leave proposal is evaluated "in light of the employee's past performance" and must demonstrate "to the satisfaction of the [Dean/Executive Director or College/School Sabbatical Leave] Committee, that the leave will be of sufficient benefit to the University and to the employee to justify its award." The benefits of the project are judged in terms of: research and scholarly work; teaching; clinical practice; and/or other work related to the applicant's University duties. The Dean/Executive Director or College/School Sabbatical Leave Committee considers past sabbatical leave performance in particular (Article 20.2.1 iv) and will, therefore, review reports from previous sabbatical leaves, as well as a general review of activities as listed in the *curriculum vitae*.

C. ***Sabbatical Projects***: Most sabbatical projects involve research and scholarly work; however, projects in all categories have been approved. Only those projects that can be characterized as 'research' according to the definition provided by Revenue Canada will be eligible for funding through a Sabbatical Leave Research Grant in lieu of Salary. Applications for a Sabbatical Leave Research Grant may be made through the Provost and Vice-President Academic Office ***after*** the Dean/ Executive Director or College/School Sabbatical Leave Committee has approved the project and awarded a sabbatical leave.

- *Study toward a degree not considered to be a qualification for regular appointment*: evidence should be provided that the proposal is consonant with the academic development plans of the unit and is related to the individual's assigned duties and that the proposal has the support of the department head and dean. The Dean/Executive Director or College/School Sabbatical Leave Committee has also been guided by Article 20.1; namely, that the requirements for the degree must be completed during the leave.

- *Writing a book*: proposals involving writing a book are strengthened by evidence of enough advance work on the book to ensure that real progress will be made; for example, outlines of chapters, a partially completed manuscript, and/or letters of interest from potential publishers.

- '*Survey tours*': proposals involving a series of short visits to numerous locations should clearly identify the objectives and substantive outcomes of the project and provide a plan that indicates how the objectives will be achieved.

D. ***Sabbatical Locations***: The location(s) proposed for the sabbatical should advance the objectives of the project. Although specific travel plans may not be finalized at the time the application is submitted, there should be an indication that appropriate contacts have been made and any specific facilities or arrangements necessary to the sabbatical project will be available. Employees on sabbatical leave are encouraged, but not required, to leave the University during part or all of their period of leave (Article 20.1). Sabbaticals provide an excellent means for overcoming the frequent complaint that the University of Saskatchewan is geographically isolated from other universities and centres of research.

If you have applied for a fellowship, visiting scholar status, admission to a program, etc. indicate whether such recognition is essential to the sabbatical project or what alternative plans you have to complete the sabbatical project.

E. ***Sabbatical Project Proposal***: The proposal should include the following information:

a. The objectives of the project
b. The benefits of the project to you and to the University, with specific reference to the category (or categories) listed in Article 20.4
c. A description of the plan for achieving the objectives
d. The significance or importance of the project
e. The outcomes anticipated from the project

It is important that the description of the project is not so 'technical' that colleagues from other disciplines will have difficulty in understanding its objectives and outcomes. The explanation of the importance or relevance of the project will have more impact if it is targeted for someone who is ***not*** an expert in the field.

F. ***Internal Review***: Deans and department heads are formally asked to provide comments on the sabbatical leave proposal to the Dean/Executive Director or College Sabbatical Leave Committee. In addition, a number of colleges and/or departments encourage faculty to discuss their sabbatical plans with department heads, deans and/or senior faculty in advance of submitting the formal application. Such advice may be particularly helpful to faculty applying for their first sabbatical leave.

G. ***Application Forms***: an "electronic copy" of the sabbatical leave application form is available at *The Web site for the Office of the Provost and Vice-President Academic.*

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Part A is to be completed by the applicant and sent, with copies of the required documents attached, to the Department Head (or Dean/Executive Director, in a non-departmentalized college/school) by **September 22**.

Part B is to be completed by the Department Head and/or Dean/Executive Director and the entire application, with attachments, sent to the Dean/Executive Director or College/School Sabbatical Leave Committee by **September 30**.