



MOUNT ROYAL
UNIVERSITY
1910

Sabbatical Leave Guidelines

SABBATICAL LEAVE COMMITTEE

The Sabbatical Leave Committee is responsible for granting annual and fall/winter sabbatical leaves. The composition of the committee and its Terms of Reference are specified in the faculty Collective Agreement.

It is *strongly recommended* that all applicants read Article 17 of the Collective Agreement prior to completing an application for sabbatical. Article 17 of the Collective Agreement also provides information about deferrals, pay while on sabbatical, etc.

While sabbatical leaves are not fringe benefits or automatically granted, they may be granted to eligible tenured employees for the purpose of maintaining and enhancing the employee's academic and professional competence by providing time free from normal duties for research, scholarly or creative work, or for projects designed to advance teaching effectiveness or professional practice.

Employees who are granted a sabbatical shall retain their position and seniority, shall be granted their annual salary increment, where applicable, and shall receive all benefits stipulated in the Collective Agreement.

Awareness of guidelines, deadlines and process is the responsibility of the employee.

APPLICATION FOR SABBATICAL TIMELINES

DEADLINE	ACTIVITY	RESPONSIBILITY
Second Friday in October	Submission of application and supporting documentation to the Chair	Applicant
Last Friday in October	Submission of application and supporting documentation to the Dean	Chair
Second Friday in November	Submission of application and supporting documentation to Sabbatical Leave Committee	Chair
December 20	Final decision (approval or denial of sabbatical)	Sabbatical Leave Committee

COMMUNICATION

All proceedings of the Sabbatical Leave Committee are held *in camera*. The Committee reports decisions and recommendations in confidence to individual applicants and relevant University officers.

Committee decisions or recommendations are rendered in signed communication from the Chair, Sabbatical Leave Committee. Decisions of the Committee are final. Questions relating to the process may be directed to the Office of the Provost and questions relating to the decisions of the Committee may be directed to the Employee's Dean.

CONFIDENTIALITY

Leave applicants and members of the Sabbatical Leave Committee have confidentiality and privacy rights and responsibilities.

The Sabbatical Leave Committee has explicit confidentiality provisions:

- all recorded information is provided in confidence;
- it is required that all information, oral or written, created, gathered, received, or compiled during the deliberations of the Sabbatical Leave Committee is treated as confidential by both the applicant and members of the Committee;
- information may be provided to requisite University officials when necessary and appropriate;
- confidentiality is subject to limits regarding disclosure as required by law;
- persons breaching confidentiality are subject to disciplinary sanction.

CRITERIA FOR SABBATICALS

Applications for sabbaticals primarily involving coursework and/or projects qualifying for credits towards a degree or professional certification are not considered adequate justification for a sabbatical.

Quality of the Proposal:

High-quality proposals have the following characteristics:

Focus: The proposal shall provide a plan that focuses on specific, obtainable goals. The proposal must be sufficiently detailed to demonstrate that the applicant has a well-designed project and provide reasonable assurance that this activity can be completed within the time period of the sabbatical leave. Applications must include an up-to-date Curriculum Vitae (CV) and forms *SLC Form 301 - Application for Sabbatical* and *SLC Form 302 - Chair Evaluation and Comments of the Dean*. Where applicable, the *signed official SLC Form 303 - Sabbatical Final Report* from the most recent leave must also be included.

Groundwork: It is expected that at the time a sabbatical proposal is submitted, background work will have been completed. While it is realized that many

details cannot be finalized until the proposal is formally approved, tentative commitments and preparation greatly strengthen a proposal. For example, if travel constitutes a component of the proposal, tentative letters of commitment from possible destinations (where applicable) are significant in documenting the feasibility of the proposal.

Expertise: An application for a sabbatical should convince the Sabbatical Leave Committee that the candidate has the necessary expertise and abilities to complete the task(s) outlined in the proposal.

Past Performance: The past performance of the applicant where it may exist and/or the quality of the proposal on the occasion of a first or subsequent application will be evaluated to determine the likelihood of successfully completing the proposed project. As per the Collective Agreement, the Sabbatical Leave Committee will focus special attention on the past performance of the applicant when on sabbatical leave and/or during periods when the applicant was supported by research grants.

Feasibility: The proposed project and outcomes must be feasible to complete in the length of the sabbatical that is being requested.

The Sabbatical Leave Committee will consider the following in its review of applications:

- Quality, clarity and relevance of application as described above;
- Clarity and relevance of *outcomes* stated in the application;
- *Form SLC 301 - Application for Sabbatical*;
- *Form SLC 302 - Chair Evaluation and Comments of the Dean*;
- *Form SLC 303 - Sabbatical Final Report* (if applicable);
- Curriculum Vitae (CV); and
- The number of applicants in relation to the number of leaves available.

INSTRUCTIONS FOR APPLICANT

1. Eligibility for Sabbatical is covered in Article 17.7 of the Collective Agreement. The Sabbatical Leave Committee will not accept applications from faculty who are not yet eligible for a sabbatical leave.
2. The applicant is responsible for initiating the application by completing the current form for sabbatical (*SLC Form 301 - Sabbatical Application Form*) and for submitting one (1) copy of that completed form and one (1) copy of other supporting documents to the Chair by the second Friday in October.
3. The most important feature of the application is the clear identification of the purpose and outcomes of the proposed sabbatical.

4. If one of the purposes of the sabbatical involves the development of copyright material, the applicant is required to consult Article 19 (Intellectual Property) of the Collective Agreement.
5. Applicants who may wish to allocate a portion of their salary as a research grant in conjunction with a sabbatical may do so.
6. Using *SLC Form 303 - Final Report*, leave applicants are required to submit to the Dean, no later than two months following completion of the leave, a final report which provides evidence that demonstrates the achievement of outcomes and objectives identified in the leave application. If it is not possible to complete the stated outcomes and objectives, the Employee should consult their Dean as soon as possible (this may be prior to or during the leave). In addition, the final report should provide an explanation and indicate when the Dean may expect final results. The Dean shall then make comments and submit the completed *SLC Form 303 - Final Report* to the Chair, Sabbatical Leave Committee within one month.

INSTRUCTIONS FOR DEPARTMENT CHAIRS

1. In the interest of the professional development of individuals, the development of the department and the strengthening of programs, the Chair is required to:
 - a. Notify full-time tenured academic staff members of the opportunities and conditions for sabbatical established by the Collective Agreement and the Sabbatical Leave Committee;
 - b. Encourage and facilitate applications for sabbatical.
2. Upon receiving an application, the Chair is required to:
 - a. Review the application documents with the applicant to ensure completeness;
 - b. Evaluate the proposed sabbatical application using *SLC Form SLC 302 - Chair Evaluation and Comments of the Dean*;
 - c. Ensure that the applicant is provided with a copy of the completed evaluation form and any written remarks of the Chair concerning the application;
 - d. Submit one (1) copy of the completed application, the evaluation form and all supporting documentation to the Sabbatical Leave Committee by the second Friday in November.
3. The Chair may, if deemed necessary, be interviewed by the Sabbatical Leave Committee with respect to particular proposals.