

Sabbatical Leave Application Form

TRUFA members who are eligible for Sabbatical Leave under Article 14.2 of the TRUFA Collective Agreement shall use the following application form and submit to the relevant Chair by October 1 of the academic year preceding the year of leave. Incomplete forms will not be accepted.

Name:

Department:

Division/Faculty/School:

Appointment Type (select one):

Rank (select one):

Date of Tenure:

Date of commencement of ongoing employment at TRU:

Date last sabbatical leave began:

Date last sabbatical leave ended:

Dates of any unpaid leaves or long term disability: _____ to _____

Proposed starting date of sabbatical leave (check one):

July 1

January 1

Length of Sabbatical (check one):

6 months

12 months

Required Attachments to Sabbatical Leave Application Form:

- A. Sabbatical Leave Plan
- B. Updated Curriculum Vitae
- C. Annual Professional Activity Reports (APAR) from the 3 previous academic years
- D. Copy of previous Sabbatical leave plans and reports

Applicant's Signature

Date

Sabbatical Leave Plan

Please prepare a separate Word document using the following headings. Use as much space as needed to provide the required details to support your request for a Sabbatical Leave. Provide sufficient information in each of the areas so that the Departmental and University Sabbatical Leave Committees can make informed decisions.

1. Describe the scholarly or professional or creative purpose of your proposed sabbatical leave
2. Describe the benefits of the proposed sabbatical to you and to the University
3. Provide a clear plan of:
 - a. The activities contemplated
 - b. The anticipated scholarly outcomes
 - c. Identify the location of the proposed project or projects
4. Provide any other information that you wish to provide to support your sabbatical leave
5. Continuation of Service (if required). Article 14.1 of the Collective Agreement states that, during Sabbatical Leaves, Members are “*free from normal on-campus teaching/professional and service obligations.*” If you intend to continue with such obligations, please indicate and provide justification in terms of the purpose and objectives of your sabbatical plan.