

Guidelines for **UNIT HEADS** for Academic Leave applications Faculty of Arts and Science

Key Dates:

Week of September 17th:

- Faculty Office will send out reminders and guidelines of the process to the Unit Heads and Administrative Assistants/Secretaries. This email will include the *Academic Leave application form (excel)* for Members (excel) and Heads to complete.
- Faculty Office will prepare projections and confirm eligibility for your unit, *if requested*. If you require projections please send your request to duguayh@queensu.ca

October 1st:

Applications for *Academic Leave* are due to the Unit Head. The Head shall review applications and prepare written recommendations to the Dean. **There should only be one Head's memo listing all previously approved leaves and all new applicants.** Head's should note any discrepancies that come to light when reviewing the applications and determine whether they need to prompt the Faculty Member for a request or suggest a deferral and/or contact the Faculty Office for clarification. *Also, please include a departmental teaching plan and explain any budget implications of these and future leaves in your recommendation to the Dean.*

October 15th:

Unit Head to submit all leave requests and recommendations to the Dean. Please send them electronically to the Dean c/o of duguayh@queensu.ca or by hard copy to Heather Duguay, Office of the Dean, Main Floor Dunning Hall.

November 30th:

Faculty Office sends out letters from the Dean indicating decision.

Reminders:

- **Article 33.1.2;** Eligibility for & Types of Academic Leaves.
- **Article 33.1.3.2;** Failure of the member to apply for an Academic Leave at the time when they are eligible to do so, will mean that the time elapsed between eligibility for the leave and the actual taking of the leave will not be counted toward eligibility for any subsequent Academic Leaves. **(THIS ONLY APPLIES TO MEMBERS WHO HAVE ACCUMULATED 6 YEARS OF SERVICE - NOT 3 YEARS)**
- **Article 33.1.7.1;** in order to defer a leave, a member must apply for it at the time he/she is eligible to do so. Once the leave has been granted, it may then be deferred.

Instructions for Unit Heads:

1. Send copy of *Academic Leave application form* (excel) and *Guidelines for Members* (word) via email to all tenured or tenure-track faculty members in your unit.
2. Faculty members are to complete the *Academic Leave application form and Research Plan* and submit a research plan no later than October 1 to the Unit Head.
3. Unit Heads should review each *Academic Leave application form* and in the "Unit Head Approval" column indicate approval, agreement, denial, changes, etc.
4. Unit Heads are required to submit the individual *leave applications* including all *research plans* as well as, a *Heads Recommendation Memo* which includes a teaching plan and comments on the budget implications of these and future Academic and Administrative Leaves to the Faculty Office no later than October 15.

Unit Checklist for submitting requests to the Faculty Office:

- *Heads Recommendation Memo* (**only one** per Unit including all previously approved leaves, new applications, budget and teaching plan.)
- one copy of the Member's individual *leave application* and *research plan*