

Guidelines for **MEMBER** Submission of Academic Leave applications Arts and Science

Key Dates:

Week of September 17th:

- Faculty Office will send out reminder of deadlines to Unit Heads, Administrative Assistants and Secretaries. This email will include the *Academic Leave application form* for Members (excel).
- Unit Heads will forward reminders and details to faculty Members accordingly.

October 1st: Applications for Academic Leave due from faculty Member to Unit Head.

October 15th: All applications and Head's recommendations for Academic Leaves due to the Dean.

November 30th: Faculty Office sends out letters from the Dean indicating decision.

Reminders

- **Article 33.1.2;** Eligibility for and 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.
- **NOTE: (THIS ONLY APPLIES TO MEMBERS WHO HAVE ACCUMULATED 6 YEARS OF SERVICE - NOT 3 YEARS)**
- **Article 33.1.7.1;** in order to defer an Academic 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 be deferred.

Instructions for Members:

1. Open excel file entitled "Academic Leave application form" and rename using your unit and last name (e.g., CHEM Brown).
2. Please fill in all fields; however, if a particular field is undetermined at present time (e.g., location for leave), fill column with "unknown".
3. Please ensure that a research plan is submitted with your *Academic Leave application form*.
4. Submit *Academic Leave application form* & *research plan* to your Unit Head by October 1.

Member Checklist for submitting request to Unit as per Article 33.1.3.1

- Apply to Unit Head by October 1.
- Application for Academic Leave should include:
 - a detailed and clear plan for the leave, with reference to the objectives in Article 33.1.1.1 (please specify location as a courtesy to the Provost);
 - duration of leave and percentage of Regular Salary
 - statement of any external financial support which is to be sought for this leave; and
 - any other supporting documentation which the member wishes to submit to the support the application
- Completed *Academic Leave application form* and *research plan* to be submitted to Unit Head even if you are deferring.