

# FACULTY SABBATICAL LEAVE

## APPLICATION HANDBOOK

APPLICATION SUBMISSION DEADLINE:

**NOVEMBER 15**

- Late applications will not be accepted
- Incomplete applications will not be accepted

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## GENERAL INFORMATION

A sabbatical leave provides an extended time for permanent faculty (both teaching and non-teaching) to engage in a program of research or other appropriate scholarly activity, an opportunity to upgrade professional skills, acquire new competencies or credentials, or engage in approved teaching and learning activities, including course or curriculum development where the focus of such work is the scholarly/professional development of the individual faculty member.

- **Eligibility:** Eligibility lists for Type B Faculty are available from the office of either their Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian or Vice President Students & Enrolment Management.
- **Conditions:** Employees being granted assisted leave must continue to work at the university for twice the leave period or will be subject to repayment of the sabbatical leave money on the following basis:
  - a. Recipient remains an employee and at work for twice the leave period - no refund of leave money.
  - b. Recipient remains an employee and at work for the length of the leave and then resigns - one half (1/2) leave money is refundable.
  - c. A percentage calculation will be used to determine the amount of refund for recipients whose situations do not fall into either (a) or (b) above.
- **Overloads:** Faculty on sabbatical are NOT eligible to teach overload sections during the sabbatical leave period.
- **Change in Plans:** If faculty need to make a change to their approved sabbatical plan they must have the approval of either their Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian or Vice President Students & Enrolment Management and complete a *Sabbatical Request for Change Form* in [ROMEQ](#).
- **Deferral:** For changes of sabbatical leave dates, refer to the [deferral form](#) and [HR guidelines](#) found on the [UFV website](#).

## TYPES OF LEAVE

Under the Collective Agreement, approvable sabbatical leaves must fit into one of the following six streams: Research Project, Scholarly Activity Project, Teaching and Learning Project, Curriculum Development Project, Course or Training Program, Completion of Requirements for New Credentials Program.

1. **Research Project:** A program or project of research, or work leading to research, designed in a manner making it acceptable within the guidelines now in use for the 'Research Option'.
2. **Scholarly Activity Project:** A scholarly project or a program of activity in the creative arts designed in a manner making it acceptable within the guidelines now in use for the 'Scholarly Activity Option'.
3. **Teaching and Learning Project:** A project of significant educational/professional value that benefits both the individual and the institution.
4. **Curriculum Development Project:** A course or program curriculum development project relevant to UFV's current or planned programs.

5. **Course or Training Program:** Enrolment and participation in a training or educational program leading to new skills and competencies relevant to the faculty’s present or future teaching responsibilities.
6. **Completion of Requirements for New Credentials Program:** Course work, or research towards the completion of the requirements for new credentials relevant to the faculty’s responsibilities at UFV.

**Sabbatical Application Form - A streams** includes: Research Project, Scholarly Activity Project, Teaching and Learning Project, and Curriculum Development Project.

**Sabbatical B Application Form – B streams** includes: Course or Training Program, and Completion of Requirements for New Credentials Program.

**Note:** The project must present one coherent stream. If faculty are unsure of which stream their project falls, they are to contact the AVP, Research, Engagement and Graduate Studies at [ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca) for advice.

## REQUEST FOR CHANGE

You must contact your Dean (AVP or VP) and the AVP, REGS, if your activities change. This is because you will be approved for a specific set of activities and outputs. Changes to your plan must be consistent with the time frame and expected outcomes.

Your Dean (AVP or VP) must approve the changes.

To make a request for change, fill out a “**Sabbatical Request for Change form**” in [ROMEIO](#). To navigate to the form, please use the following steps:

First click on the “Applications: Post-Review” on the left-hand side. Then navigate to the sabbatical project associated with the final report, and select the “Events” button on the left. On the next screen, scroll to the header “Sabbatical”, and then select “Sabbatical Request for Change”.

## FINAL REPORT

On completion of a sabbatical leave, faculty must submit a report for review summarizing the outputs of the project. This report is due 2 months after the end date of the sabbatical leave. The report is to be submitted in [ROMEIO](#) and will be submitted to the senior administrator for the area (either the Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian, or Vice President Students & Enrolment Management) by the Research Office. The report is kept on file, for future reference. Please refer to the following for more information on the final report: <https://www.ufv.ca/research/faculty/sabbaticals/>.

To navigate to the **Final Report in ROMEIO**, first click on the “Applications: Post-Review” on the left-hand side. Then navigate to the sabbatical project associated with the final report, and select the “Events” button on the left. On the next screen, scroll to the header “Sabbatical”, and then select “Sabbatical Leave Final Report”.

## DURATION

The duration of the leave for teaching faculty is one academic year. There are two possible start dates.

<b>Type B Teaching Faculty</b> (1 year leave)	<input type="checkbox"/> September 1 – August 31 or <input type="checkbox"/> January 1 – December 31
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- The duration of the leave for Non-Teaching faculty is four months, with the option of adding vacation time (40 days) to the leave).
- The duration of the leave for Education Advisors is four months, with the option of adding vacation time (30 days) to the leave.
- The duration of the leave for Directors is four months, with the option of adding vacation time (30 days) to the leave.

There are three possible start dates for Non-Teaching Faculty, Education Advisors and Directors.

<b>Non-Teaching Faculty, Education Advisors and Directors</b> (4 month leave, with the option to add vacation time)	<input type="checkbox"/> September 1 – December 31 <input type="checkbox"/> January 1 – April 30 <input type="checkbox"/> May 1– August 31 <input type="checkbox"/> Add vacation time to leave
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### SALARY

Teaching faculty on sabbatical will be paid the adjusted 90% salary for 12 months. Teaching faculty who wish to top up their salary during their 12 month sabbatical period by using banked sections are required to contact Human Resources. Teaching faculty who wish to avail themselves of the 10% reduction, are required to contact Human Resources.

### CRITERIA FOR APPROVAL

A sabbatical application must satisfactorily fulfill all the criteria listed below to receive approval from the sub-committee of the Joint Professional Development committee (JPDC).

**All proposals are expected to be presented in a clear, coherent and complete form.**

1. Represents an equivalent time commitment to the regular duties from which the applicant is being released.
2. Contributes to the personal and professional development of the applicant, or contributes to the applicant’s advancement in relevant professional areas.
3. Demonstrates that the project is an appropriate logical extension of the applicant’s current intellectual background.
4. Provides evidence that sufficient preparation will have been undertaken by the time the applicant begins this project.
5. Is of value to the institution, the community and is clearly related to our strategic goals.
6. Clarity of the proposal: clearly describes objectives, project design, timeline, project significance, expected outputs on completion of the project, and information on the tangible form this output is expected to take (e.g. paper, report, presentation, new curriculum, and evaluation report).

### HOW TO APPLY

**NOTE:** Applications are submitted in the fall semester **preceding** the academic year in which the leave will be taken.

- The applicant prepares the proposal and fills out the application form in [ROMEIO](#). One copy of the

application must be provided to the Department Head/Director and at the same time, another copy must be provided to the senior administrator for the area (either the Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian, or Vice President Students & Enrolment).

- If the applicant had a prior sabbatical leave, the application will include an attached copy of the final report from the last sabbatical leave. The previous report is required in order for the committee to review the current application.
- If the applicant does not have the previous report, they are to contact Research, Engagement, & Graduate Studies at [ROSA.release@ufv.ca](mailto:ROSA.release@ufv.ca) to find out if the report is on file. In the absence of the report, the applicant should provide a three-page statement regarding the objectives and outcomes of the last sabbatical.

## APPLICATION DETAILS

In [ROMEO](#), please choose one of the two applications:

**Sabbatical Application Form – A streams** include: Research Project, Scholarly Activity Project, Teaching and Learning Project, and Curriculum Development Project.

-OR-

**Sabbatical Application Form – B streams** include: Course or Training Program, and Completion of Requirements for New Credentials Program.

## SABBATICAL APPLICATION FORM – A: DETAILS

The **Project Description** document must be uploaded into ROMEO as a separate PDF and it **MUST** include:

Sub-heading	Details
<i>Project Title</i>	Proposed sabbatical project title
<i>Project Summary</i>	Maximum 250 words describing purpose and significance of project
<i>Purpose and Objectives</i>	Describe the purpose and objectives of the proposed project. If needed, a brief background or context may be provided of approximately 250 words
<i>Project Design</i>	Project design (methods) of the proposed project
<i>Project Timeline</i>	Describe in detail the timeline of project activities to be conducted during the leave period. This could be organized by month to month or other suitable timing, so the sequence of work can be clearly understood
<i>Outputs</i>	Identify the tangible outputs that will be produced during the leave. It could be publications, presentations, exhibits, workshops, etc.
<i>Project Significance</i>	Identify the project significance to society or discipline and its value to the applicant's current research/scholarship, and teaching
<i>Work Completed Prior to Leave Period</i>	Describe the work and activities already completed or in progress that the applicant has undertaken in preparation for the sabbatical leave
<i>Likelihood of Success of Sabbatical Plan</i>	Describe why the sabbatical will be successful
<i>Other Considerations</i>	Any other considerations that the review committee should be aware of

## SABBATICAL APPLICATION FORM – B: DETAILS

The **Project Description** document must be uploaded into ROMEO as a separate PDF and it **MUST** include:

Sub-heading	Details
<i>Sabbatical Title</i>	Proposed sabbatical title
<i>Summary</i>	Maximum 250 words describing purpose and significance of project
<i>Purpose of Program</i>	Describe the purpose of the course or training program or the credentials
<i>Program Design</i>	Outline the structure of the education or training program
<i>Program Timeline</i>	Describe in detail the timeline of the learning activities to be conducted during the leave period. This could be organized by month to month or other suitable timing, so the sequence of activity can be clearly understood
<i>Program Output</i>	What credential or certification will be earned by the end of the leave
<i>Benefits of Training or Credential</i>	Describe the benefits of the training or credential to yourself and UFV
<i>Work Completed Prior to Leave Period</i>	Please describe the work already completed and in progress, or activities the applicant has undertaken in the last year to prepare for the sabbatical leave
<i>Likelihood of Success of Sabbatical Plan</i>	Please describe why the sabbatical will be successful
<i>Other Considerations</i>	Any other considerations that the review committee should be aware of

## TIMELINE and DEADLINES

### June – September Application Preparation

The applicant begins to prepare their application well in advance of the final deadline.

### September Department Feedback

The applicant submits the application to the Department Head/Director sufficiently in advance of the date of the September department meeting to enable review and feedback from the department.

### September 30 - Department Head/Director feedback

The Department Head/Director prepares a summary of the feedback and sends the summary, together with the application, to the applicant AND to the senior administrator for the area (either the Dean, Associate Vice President, Vice Provost & AVP Academic, University Librarian, or Vice President Students & Enrolment) no later than September 30.

### October 15 - Dean's (or equivalent official's) review and advice

As early as possible, but no later than October 15, the Dean provides advice to the applicant on strengthening the application, so that the applicant may consider revisions. The advice may be provided in writing or in person at a meeting of the Dean and the applicant.

### November 15 – Submission of Finalized Application

The applicant has until November 15<sup>th</sup> to make any revisions and submit their application. Complete and final applications must be submitted electronically to the Research Office via the Romeo portal and a separate copy sent to their Dean (or equivalent official). It is the responsibility of the applicant to submit the completed application package, not the Dean.

### November 30 – Dean's Electronic Confirmation

The Dean will confirm through the Romeo portal by November 30th that they have been given an opportunity to review the sabbatical application and provide feedback to the applicant. The Dean will be able to comment as to whether the applicant incorporated the advice of the Department and Dean.

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**Note: Submission of Finalized Applications**

The final date on which an application will be accepted is November 15<sup>th</sup> except where November 15<sup>th</sup> does not fall on a business day, then the deadline is the first business day following November 15<sup>th</sup>.

**February 15**

Upon initial completion of the review process, individual applicants may be contacted for clarification of minor points in the proposal as part of the application review process. Where a request is made for clarification of a minor point, the applicant will be asked to submit an addendum to the application providing the necessary clarification. The addendum must be submitted by February 15.

**Five (5) Working Days before March 1**

Where an application requires substantive clarification or revision upon initial completion of the review process, it will be deemed unsatisfactory and returned to the applicant with written advice on what should be done to create an acceptable application. The applicant will be asked to meet, to receive additional verbal advice. An applicant may elect to consider the advice of the committee, revise the application, and resubmit it to the committee for consideration. The revised application must be submitted no later than five (5) working days prior to March 1.

**March 15**

All applicants will be advised whether or not an application has been assessed as satisfying the criteria for approval by March 15. Sabbatical leaves will be approved for applications that are assessed as satisfactory, and for the year requested. Applicants whose applications have not been assessed as satisfactory by March 15 will be advised to contact the AVP Research, Engagement and Graduate Studies in preparation for applying in the next application round.