

Memo

To: Deans, Executive Directors, and Department Heads
From: Scott Walsworth, Vice-Provost, Faculty Relations
Date: September 4, 2024
Subject: Sabbatical Leave Applications – due dates approaching

Faculty intending to apply for a sabbatical leave for the 2025-2026 academic year should access the sabbatical leave application form, guidelines, and related documentation at <https://vpfaculty.usask.ca/leaves/index.php#SabbaticalLeave>.

**Please ensure that faculty use the form found there for their applications.
Please review *Article 20* (Note all articles refer to the 2017-2023 Collective Agreement).**

1. September 20: Candidate Submission Date (Departmentalized Colleges)

Candidates in departmentalized colleges must complete a sabbatical leave application form and submit it to their department head by this timeframe for comments and a recommendation.

Department heads will forward all applications to the dean or, if the dean delegates their authority, to the College Sabbatical Leave Committee by September 30.

** The due date to the Department heads changes from year to year. A memo clarifying this due date will be sent to Colleges/Schools from the Office of the Vice-Provost, Faculty Relations in late August each year. **

2. September 30: Candidate Submission Date (Non-departmentalized Colleges/Schools/University Library) *Article 20.12i*

Candidates in non-departmentalized colleges or schools must complete a sabbatical leave application form and submit it to the dean/executive director or, if the dean/executive director delegates their authority, to the College/School Sabbatical Leave Committee by **September 30**.

3. October 31: Deans/Executive Directors Decision Date *Article 20.12ii*

Deans/Executive Directors or the College/School Sabbatical Leave Committee will decide which applications are acceptable and which are not and will inform the applicants by October 31, 2023. Please advise faculty of their right to appeal a negative decision (*Articles 20.2.1 and 20.3*).

Appeals are due by November 15.

4. November 1: Deans/Executive Directors Submission Date

An electronic copy of all applications and decisions must be sent to the vice-provost, faculty relations (vpfaculty.relations@usask.ca) by November 1. A cover letter summarizing the decision to approve or deny the sabbatical application must be included.

For audit purposes, approval letters must include the following:

- a) Dates of leave
- b) Length of leave and percentage of pay (e.g. – 12-month leave at 90% pay, 6-month leave at 100% pay or 6-month leave at 90% pay)

5. November 15: Candidate Submission Date for Appeals *Article 20.12iii*

By November 15, all appeals shall have been filed with the Sabbatical Leave Appeal Committee.

6. November 30: Sabbatical Leave Appeal Committee Decision Date *Article 20.12iv*

By November 30, all appeals shall have been considered by the Sabbatical Leave Appeal Committee, and the appellants informed of the committee's decision.

7. December 15: Deans/Executive Directors Decision Date

By December 15, each dean/executive director shall have informed candidates who have acceptable sabbatical leave projects whether the dean/executive director will transmit to the Board a recommendation for granting of the candidate's leave during the subsequent academic year, or a recommendation for delay of leave as per *Article 20.6.1*. Please note it is the dean/executive director who approves/delays sabbatical leaves. **The dean/executive director is required to share this information with the office of the Vice-Provost, Faculty Relations (vpfaculty.relations@usask.ca).**

The office of the Vice-Provost, Faculty Relations will then forward to the Board of Governors as information only.

Things Worth Noting:

- A. The application form provides space for comments by both the department head and dean/executive director (Section B-1, B-2). These comments are essential information for the file and may be used in review by a college/school committee or an appeal committee. Your closer knowledge of the applicant's area of work provides an insight into both the feasibility and importance of the project for committee members who are much less familiar with the discipline. A description of the work context is also useful in helping the committee understand the benefits associated with the leave.
- B. When the application is from a faculty member in a non-departmentalized college or from a department head, the dean/executive director should complete both Sections B-1 and B-2
- C. Whether or not faculty are intending to leave Saskatoon for their sabbatical, the committee appreciates your assessment of the likelihood the proposed project will be successfully completed and the importance of the proposed location to the successful completion of the project.
- D. All faculty supervising graduate students must provide an indication of how students will be mentored in their absence.
- E. Please note that it is not appropriate to comment on whether or not the unit can afford the absence of the applicant. Questions of replacement and resources are not part of the criteria for approving leaves. Leaves may be deferred by the dean/executive director for one year when an adequate replacement cannot be found or when too many faculty members would be away from the unit at once (*Article 20.6*). However, the need for deferral is addressed only after applications have been approved; it is not part of the review process.