

Memo

To: Deans, Executive Directors and Department Heads
From: Jim Basinger, Interim Vice-Provost, Faculty Relations
Date: September 3, 2019
Subject: Sabbatical Leave Applications

Attached are copies of the sabbatical leave application form and guidelines for faculty intending to apply for a sabbatical. **Please ensure that faculty use this form for their applications.** The application form is available on the vice-provost, faculty relations website:
<https://vpfaculty.usask.ca/leaves/index.php#SabbaticalLeave>.

Please review Article 20 (Please note all articles refer to the 2014-2017 Collective Agreement)

1. In the case of departmentalized colleges, candidates will complete a sabbatical leave application form and submit it to their department head by September 22 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.
2. In the case of non-departmentalized colleges or schools, candidates will 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. 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. Please advise faculty of their right to appeal a negative decision (Articles 20.2.1 and 20.3).
4. **An electronic copy of all applications and decisions must be sent to the vice-provost, faculty relations by November 2.**
5. By December 15, each dean shall have informed candidates who have acceptable sabbatical leave projects, and whether the dean will transmit to the Board their names for leave during the subsequent academic year, or will delay their leave as per Article 20.6.1. (Please note it is the dean who approves/delays the sabbatical leave, and our office sends a final list of names to the Board as information only).

I bring the following points regarding applications to your attention.

1. **Comments on the Applications**

The application form provides space for comments by both the department head (Section B-1) and dean/executive director (Section 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.

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.

All faculty supervising graduate students must provide an indication of how students will be mentored in their absence.

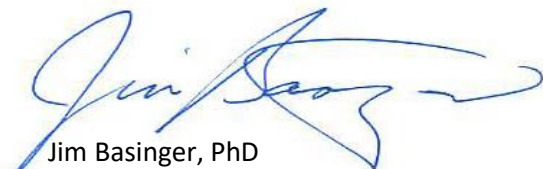
When the application is from a faculty member in a non-departmentalized college or from a department head, the dean/executive director should complete both Sections B-1 and B-2.

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.

2. **Dates for Applications**

Please encourage faculty members to submit applications to the department head by **September 22** and to the dean/executive director by **September 30**.

Also, please watch your mail for notification of an Information Session in spring 2020.



Jim Basinger, PhD
Interim Vice-Provost, Faculty Relations