SABBATICAL LEAVE APPLICATION PROCEDURE

This document outlines the steps to be taken when applying for a sabbatical leave from Renison University College.

Please read the University of Waterloo Policy #3, “Leave of Absence for Faculty Members,” to determine your eligibility before proceeding.

The application in writing should be made to the Principal, through the Chair or Director of your program, normally no less than one year prior to the commencement date of the proposed leave, and preferably as early as possible. The application should include:

- A completed “Request for Leave of Absence” form
- An up-to-date Curriculum Vitae, using the Renison University College template
  Full details should be listed for every item listed in the CV. For example, each
  journal publication citation should be complete and list all authors, the full title of
  the paper, entire journal name, volume number, page numbers and year of
  publication. Every academic presentation should clearly specify the exact title,
  location, date and sponsor. Reference to committee work should include the full
  name of each committee and exact dates of service.
- A copy of your report on the scholarly activities and accomplishments of your
  previous scholarly leave (if applicable), including a list of publications which
  evolved from this leave
- A detailed outline of your research plans for your proposed sabbatical leave

Applications will not be processed without all of the requested information. Both a paper and an electronic copy of all information should be submitted to the Principal through the appropriate Chair or Director.

The Principal and the Chair/Director will together assess the application and the needs of the College, to arrive at a recommendation to forward to the Chair of the Personnel Committee of the Board of Governors for consideration. If the Personnel Committee is in favour of granting the sabbatical leave, a recommendation will be presented to the Board of Governors for final approval.

The Principal will inform the candidate about the Board of Governors’ decision regarding the request for sabbatical leave.

If sabbatical leave is approved, the applicant is required to submit a detailed report to the Chair/Director of the department/unit and the Principal within four months of the conclusion of the leave. (November 4, 2010)