To: Academic Staff  
Faculty of Science

From: John Beamish, Vice Dean Science

Subject: Sabbatical Applications

If you are considering a sabbatical during the 2018-19 academic year please note that the Faculty Agreement requires that your application be received in my office by October 11, 2017.

When preparing your sabbatical application, please refer to Article 9 of the Faculty Agreement for procedural guidance. An electronic version (Microsoft Word) of the sabbatical application form is attached. In your application, be sure to address the following:

1. Describe specific activities you propose to do and the research outcomes you expect from these activities;
2. If you propose to spend substantial time (4 weeks or more) away from the University of Alberta, explain the specific projects you propose to undertake at each location and the research outcomes you expect to come of the visit (e.g. published papers, patents, software to be used/distributed for research purposes); and
3. Describe the provisions made for supervising graduate students during your sabbatical leave.

As a reminder, if you have taken a sabbatical in the past, please include a copy of your most recent sabbatical report with your application.

Sabbatical applications are assessed by FEC using the following criteria:

1. Past increment history;
2. Research profile (including publications, grants, graduate supervision, etc.);
3. Merit of the sabbatical proposal; and
4. If applicable, whether objectives and expectations of the most recent sabbatical were met.

No weight is placed on the individual components comprising this set of criteria. Rather, the evaluation is based on the composite merit of the sabbatical program and the extent to which the program will be to the mutual advantage of the staff member and the University.

John Beamish  
Vice Dean of Science

Enclosure

JB/jg