## APPLICATION FOR SABBATICAL



Applicant sends original to the Department Chair. Supporting documents and a copy of your prior sabbatical report (if applicable) must be attached to the original application.

**Deadline: Applications must be submitted to the Dean no later than October 11, 2016.**

NOTE: Staff who have a secondment arrangement between the UofA and NINT, must advise both the Regular Employer and Host of sabbatical plans. For detailed procedures contact FEC Secretary at 492-5072.

1. **Name of Applicant:**
2. **Department:**
3. **Sabbatical Requested:** [ ]  **12 month** **[ ]  6 month**
4. **Period of Sabbatical:** **From**       **To**
5. **Eligibility (See clauses 9.01 and 9.02 and Appendix E of the Faculty Agreement):**
6. Date of original appointment to the full-time faculty:
7. Previous sabbaticals and leaves from the University of Alberta:
8. Sabbaticals:
9. Other leaves:
10. Years of Eligibility:
11. **Summary of Sabbatical Program. (**If more space needed, add **one** 8 ½” x 11 page.)
12. Describe specific activities you propose to perform and the research outcomes you expect from these activities;
13. 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; and
14. Describe the provisions made for supervising graduate students during your sabbatical leave.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

1. DEPARTMENT CHAIR’S RECOMMENDATION AND COMMENTS:

Recommendation: [ ]  Highly Recommend [ ]  Recommend [ ]  Not Recommended

Comments:

Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Faculty Evaluation Committee Recommendation:
2. Dean’s Decision:

***This information is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purposes of applying for sabbatical. For further information regarding the collection and use of this information, please contact Human Resource Services, 2-60 University Terrace, University of Alberta, 492-4555.***