



Study Leave Application 2018/19 Academic Year

Assistant Teaching Professor, Associate Teaching Professor, or
Teaching Professor

*This application must be submitted to your department head by **Monday, October 2, 2017.***

Name:

V#: V00

Rank:

Academic Unit:

Faculty:

REQUESTED LEAVE

of months requested:

four

eight

Starting on:

1 Sep 2018

1 Jan 2019

1 May 2019

and ending on:

31 Dec 2018

30 Apr 2019

31 Aug 2019

31 Dec 2019

Comments:

PRIOR STUDY LEAVE(S)

Will this be your first study leave?

Yes

No

If not, what were the dates of your last study leave?

to

Is the report from your last study leave attached?

Yes

No

If not, give reason:

As per the provisions of the Collective Agreement, if leave is granted, I agree to return to my duties at the University for not less than the period of time that is equal to the length of the leave (*section 43.12*); and, upon return, to file the prescribed report prior to the next salary adjustment review (*section 43.24*).

Applicant's Signature

Date

QUALIFYING SERVICE PERIOD DETAILS

The 'qualifying service period' is the length of time since either your initial appointment or return from the most recent study leave, and the day before the start date of your current leave request.

Qualifying service period start date:

End date:

Number of months in qualifying service period:

Were any previously approved study leaves deferred?

No

Yes, at my request Reason:

Yes, at the request of the University

Do you have study leave credit that was previously granted?

No

Yes, at recruitment

Number of months:

Yes, due to previous deferral

Number of months:

Did you work part-time or on a reduced appointment at some time during the qualifying service period?

Yes

No

The Collective Agreement stipulates that certain leaves are not counted as eligible years of service. Please indicate if you have taken following during your qualifying service period:

1) Type of leave taken:

Start date:

End date:

2) Type of leave taken:

Start date:

End date:

3) Type of leave taken:

Start date:

End date:

All of the following sections must be completed. If necessary (or you'd prefer), you may attach supporting documents to your application. Please ensure that you have indicated where there is an attachment and that it is clearly labeled with the section heading.

I. **ABSTRACT**

attachment:

Yes

No

Provide an abstract explaining the proposed project for the leave, including an indication of the relationship between the objectives of the project and how these activities will enhance your teaching effectiveness and the advancement of learning at the University.

II. **PLANNED ITINERARY**

attachment:

Yes

No

III. **USE OF FACILITIES AT THE UNIVERSITY**

attachment:

Yes

No

Provide a statement outlining the proposed use of any space or facilities at UVic during the leave.

IV. **COLLABORATION WITH OTHER INSTITUTIONS**

attachment:

Yes

No

Where collaboration or use of facilities at other institutions is an integral element of the proposed project, provide either a) documentation with respect to arrangements that have been completed; or b) requests for the use of facilities or plans for collaboration.

V. **FUNDING OPPORTUNITIES**

attachment:

Yes

No

Provide a statement indicating the availabilities of fellowships, travel grants, grants-in-aid (received or pending), and other outside support for the leave.

VI. **SUPERVISION OF GRADUATE STUDENTS**

attachment:

Yes

No

State arrangements made for the supervision of graduate students. Please name interim supervisors, or indicate how you will continue to be involved in their supervision while on leave.

VII. **SCHOLARLY UPDATE**

attachment:

Yes

No

Provide an update of scholarly developments and/or enhancements to teaching effectiveness resulting from your previous leave, if applicable.