



University
of Victoria

Teaching Stream Faculty Members Study Leave Application

2027/28 Academic Year

The application must be submitted to your Chair/Director no later than **October 1, 2026**

Name:

V# V00

Academic Unit:

Rank:

Faculty:

REQUESTED LEAVE

of months requested: ☐ Four ☐ Eight

Starting on: ☐ 1 Sept, 2027 ☐ 1 January, 2028 ☐ 1 May, 2028
and ending on: ☐ 31 Dec, 2027 ☐ 30 April, 2028 ☐ 31 Dec, 2028

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 least 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 a period of time that is equal to the length of the leave (unless waived by the Provost); and, upon return, to file the prescribed report prior to the next salary adjustment review as per Article 34.

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 day of your current leave request. Include any service credits you are carrying forward.

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 a study leave credit that was previously granted?

☐

No

☐

Yes, at recruitment

of months:

☐

Yes, due to previous deferral

of months:

Were you on a Reduced Workload/part-time 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 a leave during your qualifying service period:

Type of leave taken:

1. Start date:

End date:

2. Start date:

End date:

3. 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 UVIC

attachment:

Yes

☐

No

☐

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

IV. COLLABORTATION 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 the 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.