

SABBATICAL LEAVE CHECKLIST

Note that this form along with all applicable documents must be submitted to the Vice President by the last day of October.

SECTION 1 to be completed by the Faculty Member

Faculty Member Name:

Programme:

Date of last Sabbatical Leave:

Eligibility: **(see note 1)

Y

N

6 Months

1 Year

Request for: **(see note 2)

6 Months

1 Year

Received from Faculty Member: **(see note 3)

Letter of application from Faculty Member.

Copy of the report from the previous sabbatical leave.

Copy of Faculty Member's CV.

Academic plan of research and scholarly work proposed, and how it benefits the Member and the University.

Statement of any external salary or earnings from services expected or research grants or other support.

SIGNATURE OF FACULTY MEMBER:

Section 2 to be completed by the Programme Director

Recommendation from Programme Director which includes:

An evaluation of how the academic plan benefits the Member and the University.

A plan to ensure that the programme can continue without the Member.

Director's Signature

Director's Recommendation

SECTION 3 to be completed by the Vice President

Recommendation from the Vice President to President:

Confirms that the academic plan benefits the Member and the University.

Confirms programme(s) can continue without the Member.

Vice President's Signature

Vice President's Recommendation

** see reverse for reference note explanation

SABBATICAL LEAVE CHECKLIST REFERENCE NOTES

**Note 1

Sabbatical leave, when granted may be for the following periods, provided that it does not begin or end in the middle of a normal teaching term for the Member:

- (i) for a full year, from 1 July to the following 30 June.
- (iii) for a half year which may be from 1 January to 30 June or from 1 July to 31 December.
- (iii) for a full year from 1 January to the following 31 December.

**Note 2

- (i) after a total of six years of service a Member may apply for one full year leave at 85% salary, or a six month leave at 100% salary.
- (ii) after three years of service by a Member holding an appointment with tenure a Member may apply for a six month leave at 85% salary.

**Note 3

The Board agrees to grant sabbatical leave to a Faculty Member on the recommendation of the President on the following conditions:

- (i) that the leave is expected to benefit the Member and the University, following the Member's return, through future teaching, research, scholarly, artistic, and/or professional work and is not merely to recognize previous service.
- (ii) that before commencement of leave, the Member will submit to the Vice President a statement outlining the programme to be followed during the leave.
- (iii) that upon return to the University following sabbatical leave, the Member will submit a report to the Vice President regarding the programme of research, scholarly, artistic and/or professional work pursued during sabbatical leave to be placed in the Member's personnel file.