ARTICLE 17: LEAVES 17.1 Sabbatical Leave

17.1.1

Sabbatical Leaves are to serve the objects and goals of the University by providing tenured Faculty Members with a regular opportunity to maintain and enhance their academic and professional competence free from normal on-campus teaching/professional and service obligations. Sabbatical Leaves are intended to promote scholarly and professional activity by Faculty Members through sustained periods of concentrated study, contemplation, and creative work, and through the extension of the range of contacts of Faculty Members to other people, places, experiences, and ideas.

17.1.2

Faculty Members are entitled to apply for Sabbatical Leaves, and are eligible to be on Sabbatical Leave after the following periods of service. A Faculty Member first becomes eligible for a twelve-month or a six-month Sabbatical Leave after 6 years of full-time credited academic service at the University, including credited years of service upon appointment. Thereafter, a Faculty Member becomes eligible for a twelve-month Sabbatical Leave after the completion of each additional 6 years of full-time credited academic service at the University since the end of the last Sabbatical Leave, or a six-month Sabbatical Leave after the completion of each additional 3 years of full-time credited academic service at the University since the end of the last Sabbatical Leave. Exceptions to the tenure requirement and to the service credit under 17.1.3 (b) may be made by the Vice-President: Academic after consultation with the Dean and Chair. The scheduling of leaves shall be subject to arrangements being made to cover the Faculty Member's absence that are satisfactory to the Department/Faculty and the Dean. Any deferral of a Sabbatical Leave shall be subject to 17.1.4 and 17.1.10.

17.1.3

For the purposes of Sabbatical Leaves and pursuant to 17.1.2, full-time credited academic service means: (a) the Member's time of employment in a Provisional, Candidacy or Tenured Appointment at the University as a Faculty Member, or as an employee identified in 3.1.2(a), unless a leave is negotiated as part of administrative service;

- (b) the Member's time of employment in Limited Term Appointments at the University, post-terminal degree or equivalent qualification satisfactory to the University, to a maximum of two (2) years; (c) such other credit as may be negotiated by the Member at the time of appointment to the first of a Provisional, Candidacy or Tenured Appointment to the University, and stated in the Member's letter of appointment:
- (d) credit for service as Chair of a Department pursuant to 21.4.3.1.

17.1.4

A Member retains any credited academic service time under 17.1.3 in excess of the requirements under 17.1.2, and may apply it to the service period required for a subsequent Sabbatical Leave. The scheduling of leaves shall be in accordance with 17.1.2.

17.1.5

In application for Sabbatical Leave, Faculty Members shall present a proposal that identifies the scholarly or creative purposes and activities of the leave being proposed, its potential benefit to the Faculty Member and to the University, and the most likely outcome of the proposed activities. The application shall be presented to the Chair of the department or academic sub-unit, and to the Dean of the Member's Faculty. The Chair shall provide the Dean with a letter of appraisal of the proposed program of scholarly or creative activity. The application shall be made no later than November 1 for a leave commencing July 1, and no later than February 15 for a leave commencing January 1 of the following year.

17.1.6

The application shall be in writing and shall include:

- (a) the proposed starting date and length of the proposed Sabbatical Leave;
- (b) a statement of the purposes of the proposed leave and the scholarly, creative or professional activities to be undertaken during the leave, its potential benefit to the Faculty Member and to the University, and the location of the proposed project or projects;
- (c) a curriculum vitae;

(d) any other information the Faculty Member wishes to provide.

17.1.7

Should the Dean decide, after consultation with the Department Chair or equivalent, to recommend that a Sabbatical Leave be denied, he/she shall write to the Faculty Member, with a copy to the Association, giving reasons for this recommendation. The Dean shall give the Faculty Member an opportunity to respond in writing and/or in person, and the Faculty Member shall have the right to be accompanied by a Member of his/her choice. The Dean transmits his/her recommendation to the Vice-President: Academic for action. In all cases, the Dean shall make his/her recommendation to the Vice-President:

Academic by December 1 for a leave commencing July 1, and by March 15 for a leave commencing January 1.

17.1.8

In arriving at a decision to grant, to defer, or to deny a Sabbatical Leave, the Vice-President: Academic shall base his/her decision on:

- (a) the application:
- (b) the reports and recommendations from the Chair and the Dean; and the Member's Official File, including the report filed after the previous sabbatical leave under 17.2.11, if applicable;
- (c) the merits of the proposed Sabbatical Leave project as it relates to the objectives set out in 17.1.1 and its value to the professional development of the Faculty Member.

17.1.9

The Faculty Member shall be notified of the granting, denial or deferral of a Sabbatical Leave by December 15 for a leave commencing July 1, and by April 1 for a leave commencing January 1. Should the Vice-President: Academic decide to deny or defer the Sabbatical Leave, the notification to the Faculty Member, with a copy to the Association, shall include reasons for the decision.

17.1.10

The Vice-President: Academic may defer a Faculty Member's Sabbatical Leave. When the Vice-President: Academic decides that the leave be deferred, such deferral may not exceed 1 year. Where the Sabbatical Leave is deferred the period of deferral shall be credited towards the Faculty Member's required time for service for his/her next application for Sabbatical Leave under 17.1.2.

17.1.11

The teaching load of a Member who will be taking a six-month Sabbatical Leave during the academic year shall be one-half the normal teaching load of the academic sub-unit or equivalent; when the normal teaching load is five one-term courses, such a Member's teaching load shall be three one-term courses.

17.1.12

A successful applicant for Sabbatical Leave shall obtain written approval from the Dean for any substantial change in the proposed scholarly activity set out in the application for Sabbatical Leave submitted in accordance with clause 17.1.6.

17.2 Sabbatical Leave: Salary and Benefits:

17.2.1

Salaries for Members on Sabbatical Leave:

- (a) a Faculty Member with a tenure-track appointment, and who has not had a twelve-month Sabbatical Leave in previous employment at a university, shall receive 100% of his/her Reference Salary for a twelve-month Sabbatical Leave after an initial 6 years of full-time credited years of service;
- (b) a Faculty Member who does not come under the terms of (a) above shall receive 85% of his/her Reference Salary for a twelve-month Sabbatical Leave or a six-month leave after 3 years of service, or 100% of his/her Reference Salary for a six-month leave after each additional 6 years of full-time credited service.

17.2.2

(a) A Faculty Member may receive while on Sabbatical Leave, outside assistance in the form of grants or scholarships, and may engage in outside professional activities in accordance with Article 18.6.

(b) If a Faculty Member accepts additional employment (excluding that governed by clause 17.2.2 (a)) for which he/she will receive remuneration, and if the sum of such remuneration plus the salary while on Sabbatical Leave, less verifiable travel, living, relocation and research costs, exceeds his/her Reference Salary, then the Sabbatical Leave salary while on leave may be reduced to maintain the Faculty Member's full-time Reference Salary for the period of the Sabbatical Leave.

17.2.3

While on Sabbatical Leave, a Faculty Member and the University shall pay any applicable premiums under Article 28: Benefits and pension contributions under Article 29: Pensions on the basis of the Member's Reference Salary.

17.2.4

Upon returning from a Sabbatical Leave, the Faculty Member shall receive a Reference Salary which includes all applicable salary adjustments that would have applied had the individual not taken a Sabbatical Leave.

17.2.5

The foregoing salary provisions shall not be affected by amounts which Faculty Members may receive in the form of grants to cover the expense of research and secretarial assistance, travel, publication and other research related expenses. To assist in Sabbatical Leave projects, Faculty Members may apply for research grants from the University.

17.2.6

When the scholarly or creative purposes and activities of the proposed Sabbatical Leave will change as a result of a Member serving on an external research granting agency or equivalent scholarly and professional organization during the period of a Sabbatical Leave, a Member may apply for a course remission under University guidelines and if approved, the Member may bank the course under 18.2.4.9. Such a request shall not be unreasonably denied.

17.2.7

Once a Sabbatical Leave has been granted, it is expected that the Faculty Member will take the leave unless unforeseen personal hardship will ensue or unless the proposed activity must be cancelled or delayed due to circumstances beyond the control of the Faculty Member. A request to cancel or delay a Sabbatical Leave by a Faculty Member shall be made in writing to the Dean of the Member's Faculty and copied to the Chair of the department or academic sub-unit and the Vice-President: Academic. All requests to cancel or delay a Sabbatical Leave shall be made by the Faculty Member as soon as reasonably possible. Such requests shall not be unreasonably denied.

17.2.8

Where office space permits, a Faculty Member may retain his/her assigned office for the period of a Sabbatical Leave, unless the said leave takes the Faculty Member away from the University. If a department or academic unit does not have sufficient office space to permit a Member to retain his/her assigned office for the period of the Sabbatical Leave, a request for the Member to vacate his/her office will be made in writing by the Dean or his/her designate to the Member. This request shall be made no later than May 1 for a leave commencing July 1, and no later than November 1 for a leave commencing January 1. The Member shall be issued with a T2200 tax form for the calendar years of the Sabbatical Leave. Upon return from a Sabbatical Leave, a Faculty Member shall be assigned an office.

17.2.9

During a Sabbatical Leave, a Faculty Member is entitled to the usual level of University secretarial and other support services.

17.2.10

A Sabbatical Leave shall not interfere with a Faculty Member's advancement toward promotion or tenure

17.2.11

A Faculty Member, having completed a Sabbatical Leave, shall submit a written report on the work accomplished. This report shall be submitted to the Chair, with copies to the Dean, and the Vice-President: Academic, within 80 days following the conclusion of the Faculty Member's Sabbatical Leave.

17.2.12

A Faculty Member shall remain a full-time employee of the University during the period of the Sabbatical Leave and should return to the University for one year following the academic year in which the Sabbatical Leave was taken.