



EDUCATION LEAVE APPLICATION

Refer to the Education Leave Guidelines for details. The proposed Education Leave activities should contribute to the applicant's professional competencies as well as benefit the department and College.

A wide variety of activities are acceptable:

- Updating experience in business, industry, practice;
- Further a faculty member's education;
- Studying in-depth comparative systems and methods at different institutions;
- Undertaking studies relevant to the College's curriculum;
- Studying new technological developments related to the instructional or administrative role of the faculty member;
- Engaging in applied research and/or publication of research;
- Other activities calculated to be of mutual benefit to the College and the faculty member.

Applicant Name:

Department:

Application date:

A. DATE AND LENGTH OF PREVIOUS EDUCATION LEAVE IF APPLICABLE:

Date(s)

Length

B. EDUCATION LEAVE REQUESTED:

Description of Activity

Full-Time or Part-Time

Start date

End Date

(indicate %)

C. PURPOSE OF EDUCATION LEAVE:

1. What are the primary objectives/outcomes of the Education Leave?

2. Describe the activities to be undertaken as part of the Education Leave.

3. How will the Education leave benefit the department/faculty/program and/or College?

4. Indicate how your goals fit with the Education Leave?

5. Provide a rationale for the timelines involved in the Education Leave activities, and indicate how the amount of leave requested is appropriate for the scope of the Education Leave.

6. Proposed plan to share your Education Leave results, new ideas or skills you have gained with your department and the College (e.g. update and modify curriculum; department presentations, etc.) A written report to the Vice President Academic and Dean is required as part of the reporting requirement.

7. To assess implications for copyright ownership for work produced during Education Leave, do you expect to receive remuneration during your leave (e.g. hourly wage, bursaries, scholarships, etc.?)

D. SUPPORTING DOCUMENTATION CHECKLIST (attach relevant documentation with your application):

- For academic development, provide a copy of confirmation of acceptance; program details from institute website; other relevant correspondence with the educational institute
- For self-directed studies including research, provide a detailed description of the proposed activities and desired outcomes
- For updating industry experience, provide relevant background information including but not limited to: nature of the employment/self-employment; how it relates to subject areas taught; wage-sharing arrangements; insurance and liability considerations; other relevant correspondence
- Letter of support from Department Leader including how the department plans to handle the release time

If you are applying for Common or Adjudicated PD funding attach the funding application along with printed estimates of expenses.

E. VACATION & PROFESSIONAL DEVELOPMENT:

Provide information of vacation and PD taken and planned. If your Education Leave request spans over the fiscal year, provide information for the next fiscal year.

	Taken (days)	Planned (days)
PD		
Vacation		
Leave without pay		

F. SIGNATURES:

Faculty:	Date:
Department Leader:	Date:
Dean:	Date: