



The Faculty Evaluation Committee recommends to the Dean which sabbatical applications should be approved. Recommendations for approval of sabbatical applications are made on the basis of the merit of the applications. Staff members must clearly show how their sabbatical programs will benefit the University as well as how the sabbatical will benefit them professionally. However, other factors such as operations of the unit and financial implications also need to be considered.

The Faculty has an allowance of 10% of its faculty complement. The Faculty Evaluation Committee must rank all applications and recommend to the Dean which applications should be approved. Unsuccessful applicants may reapply in the subsequent year and the application will be reviewed on its merit.

Faculty members are eligible to apply for sabbatical leave but are not entitled to sabbatical leave. Sabbatical leave is not an automatic right.

The following guidelines for sabbatical applications are consistent with the Faculty Agreement, specifically Article 9 (Sabbaticals) and Appendix E (Detailed Procedures for Sabbaticals). Faculty members are advised to consult both Article 9 and Appendix E of the Faculty Agreement before preparing their sabbatical applications. The sabbatical application form is available on the Faculty website at <http://www.education.ualberta.ca/ForFacultyAndStaff/Forms.aspx>

Planning for Sabbatical Leave

1. Ensure that you are eligible to apply for sabbatical leave. Consult with the Assistant Dean of the Faculty or your Department Chair, if necessary.
2. Discuss your sabbatical plans with your Department Chair well in advance of the application deadline, preferably a year in advance, usually at the time of your previous year's annual report review meeting. This allows time for you and the Chair to work together on arranging for coverage of your responsibilities while on leave.
3. If your sabbatical leave plans involve travel to another location or institution, begin to make arrangements for this well in advance of the application deadline and, if appropriate, obtain letters of support that can be attached to your sabbatical application.

Completing Your Sabbatical Application

1. Outline your overall goal/s for your sabbatical leave.
2. Outline the activities planned for your leave. Explain where you plan to spend the sabbatical leave and why. Attach letters of support, as appropriate.
3. Explain how your leave will contribute to your future teaching/research/service directions and how your sabbatical activities will contribute to the Department/Faculty/University.
4. Detail the anticipated tangible outcomes of your leave (e.g., refereed article submitted for publication, book proposal submitted, research grant submitted, course materials prepared).
5. Outline arrangements for coverage of your responsibilities such as teaching coverage, supervision of graduate students, and coordination or committee responsibilities.
6. Ensure that your signed application is submitted to the Department Chair by the application deadline. The Chair will complete the application with recommendation to the Dean and will submit your application to the Dean with a copy to you.



Chair's Recommendation Considerations

The following aspects of the sabbatical application should be considered by the Chair in making his/her recommendation to the Dean:

1. Merit of the sabbatical program (complete application, feasible plan, quality and quantity of outcomes, likely impact of activities)
2. Record of applicant (e.g. time of eligibility since last sabbatical, teaching/research/service productivity record)
3. Operational needs of the Department
4. Possibility of coverage of responsibilities
5. Financial considerations (i.e., cost of coverage of responsibilities relative to 17.5% sabbatical savings coming to the Department)
6. Other considerations, as appropriate

FEC Recommendation Considerations

The following aspects of the sabbatical application should be considered by Faculty Evaluation Committee in making its recommendation to the Dean:

1. Recommendation of the Chair
2. Merit of the sabbatical program
3. Record of the applicant
4. Operational needs of the Department
5. Possibility of coverage of responsibilities
6. Financial considerations
7. Other considerations, as appropriate

Changes in Your Approved Sabbatical Leave Plans

Alteration of an approved sabbatical requires consultation with both the Department Chair and the Dean and formal approval by the latter.

Completing Your Sabbatical Leave Report

Your sabbatical leave report will be attached to your annual report and will be assessed for incrementation in relation to your sabbatical leave application by the Faculty Evaluation Committee. On successful completion of a one year sabbatical leave, normally the staff member will be considered for a 1.0 increment.

1. Explain how your sabbatical leave goals were achieved. If your goals were not achieved, or not achieved in full, explain why not.
2. Provide documentation related to any changes approved by the Dean to your sabbatical leave plans.
3. Describe any activities completed that exceeded your planned activities for the leave.