

Application for Sabbatic Leave
Part 2.1: CHAIR/DIRECTOR/DEAN* RECOMMENDATION

***This form is exclusively for the use of Deans in Faculties where there are no departments.**

In the case of joint appointments, each Chair/Director/Dean (in Faculties without departments) must submit a separate copy of this form.

NOTE: Please upload this form as an attachment to the approval process in Workday.

- a) Has the applicant satisfactorily discharged his or her duties over the past six (6) years? Yes No

If no, please explain.

- b) How will this Sabbatic Leave benefit the applicant?

- c) What are the implications of this Sabbatic Leave, positive and/or negative, for the academic unit?

- d) Unit's plans for teaching of applicant's courses (please enumerate by course).

Course Number/Title	Arrangement

*Dean of Faculty without departments

e) Will other academic staff members be on leave during the same time? Yes No

If yes, please indicate names, the nature of their leaves and their general area of specialization.

f) Are the applicant's plans for his/her graduate students and postdocs acceptable? Yes No

If no, what other arrangements will be made?

Overall Recommendation

Positive Negative

Comments:

Electronic Signature of the CHAIR/DIRECTOR/DEAN*

Date

***Deans of Faculties without Departments: Part 2.1 finalizes the staff member's application.**

Deans of Faculties with Departments must complete Part 2.2.

*Dean of Faculty without departments