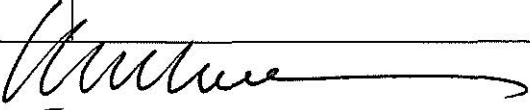


## PROCEDURE 400.11.01

<b>SECTION:</b>	Human Resources	
<b>TOPIC:</b>	Sabbatical Fellowship	
<b>EFFECTIVE DATE:</b>	March 17, 1994	<b>REPLACES:</b>
<b>RECONFIRMED DATE:</b>		
<b>REVISION DATE:</b>	January 1995 November 1995 January 2008	<b>ARCHIVED:</b>
Original signed by President + CEO		

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1. Eligibility
  - 1.1 Permanent employees, with a minimum of six (6) years of qualifying service are eligible to apply for Sabbatical Leave. Eligibility for faculty Sabbatical Leave may be further articulated within the Collective Agreement between ACAD and ACADFA from time to time, and such eligibility requirements will be applied to all employees.
  - 1.2 Qualifying Service is defined as a term of consecutive employment, subject to the following:
    - 1.2.1. unpaid leaves of absence beyond an accumulated maximum of six(6) weeks do not count as qualifying service.
    - 1.2.2. paid leaves of absence in excess of seventeen (17) weeks (e.g. sick leave, long term disability leave) do not count as qualifying service unless approved as an exception by the President at the time leave is granted.
  - 1.3 All qualifying service is cancelled on resignation or termination of employment.
2. Sabbatical Leaves Committee
  - 2.1 Term: A Sabbatical Leaves Committee (the Committee) shall be convened annually.
  - 2.2 Membership: Membership on the Committee shall be in accordance with the terms and conditions of the Collective Agreement between ACAD and ACADFA, as established from time to time.
  - 2.3 Purpose:

The Committee will consider all applications for Sabbatical Leave which have been submitted from members of ACADFA.

The Committee will:

- 2.3.1. acknowledge receipt of applications and ensure all required information is submitted in order to accommodate thorough assessment.
- 2.3.2. review applications in accordance with established assessment criteria and time lines.
- 2.3.3. reconunend in writing disposition of applications to the President.
- 2.3.4. review procedural guidelines, on an annual basis, to ensure consistency with collective agreements and other contractual obligations and College policies.

### 3. Other Applications

3.1 Applications for Sabbatical Leave from employees who are not members of ACADFA shall be submitted to the President.

3.2 The President will:

- 3.2.1. acknowledge receipt of applications and ensure all required information is submitted in order to accommodate thorough assessment.
- 3.2.2. review applications in accordance with established assessment criteria and time lines.
- 3.2.3. recommend disposition of applications by the end of the first week of January and notify applicants of that recommendation immediately,

### 4. Application Format

4.1 Each application for Sabbatical Leave shall include:

- 4.1.1. a summary description and stated objective of the proposed project, including a statement with respect to the mutual (ACAD and applicant) benefit of the undertaking.
- 4.1.2. a detailed description of the project, including the program of work, dates, duration, location, and budget.
- 4.1.3. details with respect to other institutional participation, endorsement, and/or invitation, if applicable.

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4.1.4. a current curriculum vitae.

4.1.5. details with respect to professional contribution to the College and the community.

4.1.6. other supporting materials as appropriate (ie. slides, publications)

4.2 The VPRI\ (for faculty) or the President (for staff) may request additional information should they deem it necessary in order to complete their assessment of the application.

### 5. Application Submission and Notification of Disposition

5.1 Application for sabbatical leave proposed to commence subsequent to July 1st must be submitted to the Sabbatical Leaves Committee (faculty) or the President (other employees) no later than November 15th of the prior year.

5.2 The Sabbatical Leaves Committee, for faculty members, will assess all applications and submit written recommendation for the review of the President by the end of the first week of January.

5.3 The President will advise each applicant, in writing and no later than the end of the second week of January of the approval of their application for Sabbatical Leave. In turn, the President will notify the Board of Governors of those faculty members who are approved for a sabbatical leave.

5.4 For applications from faculty, applicants that are not recommended for a sabbatical leave will be notified by the VPRAA within five (5) working days following the Sabbatical Leaves Committee's recommendation to the President.

### 6. Application Assessment

6.1 Application assessment will be based upon the following criteria:

6.1.1. the merit of the proposed project, program of work or study.

6.1.2. the anticipated significance of the proposed project to both the applicant and the College.

6.1.3. the feasibility of concluding the project as described within the time and budget proposed.

6.1.4. confirmation that the project is beyond the scope of normal employment expectations.

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6.2 Consideration may be given to individual merit of the applicant (ie. evidence of exemplary professional contribution to the College and community).

### 7. Appeal

7.1 An applicant (faculty) may appeal the Committee's recommendation regarding their application for sabbatical leave. The appeal shall be in writing and must be received by the President within ten (10) business days following the date that they were notified by the Office of the Vice-President Research and Academic Affairs of the Committee's recommendation on their sabbatical.

7.2 The President will consider the appeal and advise the applicant and the Committee of the decision regarding approval. The decision of the President regarding final disposition of the application, upon appeal, is final and is not subject to further appeal.

### 8. Conclitions

#### 8.1. Reporting:

8.1.1. Within two (2) months of return from approved Sabbatical Leave, the employee will submit a written report to the office of the President which will include a detailed description of the project as completed, including comment upon any variance from the approved sabbatical proposal.

8.1.2. The employee may be required, at the request of the President or the Board of Governors, to personally present a verbal report to the Board with respect to their sabbatical activity.

8.1.3. At the request of the President, the employee may be required to present a lecture program, demonstration and/or exhibition of work completed as a result of the Sabbatical Leave activity, for College faculty and students.

#### 8.3. Published Material:

8.3.1. The employee is required to submit two copies of any published material which may be produced as a result of the Sabbatical Leave activity, and such material will become the property of the College. One copy will be placed in the permanent collection of the Luke Lindoe Library.

#### 8.4. Project Amendment:

8.4.1. Sabbatical Leave is not transferable nor can it be re-scheduled or significantly amended subsequent to approval. Significant amendment may, at the discretion of the President, result in cancellation of the approved Sabbatical

Leave and the applicant may be required to return any college funds which may have been disbursed in support of the project.

8.5. Return Service:

8.5.1. An employee must complete two times the length of the Sabbatical Leave, in return service of continuous employment, after the conclusion of the Sabbatical Leave period.

8.5.2 An employee who completes less than the requirement of return service may, at the discretion of the President, be liable to repay a pro-rata amount of monies received during the Sabbatical Leave period