

Sabbatical Leave Departmental, Centre, and Library Council Committee Guidelines

The University and BUFA have jointly prepared these guidelines as a resource for Departmental, Centre and Library Council Committees as they consider applications for sabbatical. These guidelines are not meant as a replacement for the processes outlined in the collective agreement but rather should be read together with the agreement.

The University-wide Committee on Sabbatical Leaves will set the deadlines for submissions and will provide the Dean/University Librarian with their proposed schedule. That Committee must provide their final recommendations no later than **August 31** each year so the schedule will be arranged with that date in mind.

Role of the Department, Centre or Library Council

The role of the Department, Centre or Library Council is to make recommendations to the Committee on Sabbatical Leaves on the applications received from members who have applied for sabbatical within their unit.

The recommendations shall be based on the contents of the applicant's dossier.

Order of Events

1. The Department, Centre or Library Council shall meet in camera without the applicant to consider the application.
2. In the event that the Committee requires further information or is considering a negative decision, the applicant shall be informed in writing of the specific questions or concerns raised. Following this, the applicant shall:
 - be given the opportunity to provide additional information in writing and/or in person at a Departmental, Centre or Library Council meeting.
 - the member may be accompanied by a Union representative.
3. The Department, Centre or Library Council shall subsequently meet in camera without the applicant to further consider the application.
4. The Committee must hold a vote on the applications. Votes are conducted by secret ballot by full-time tenured/permanent and probationary members only.
5. Any members unable to attend the meeting may provide a sealed ballot along with any written comments.

6. The Department Chair, Centre Director, or Library Council Chair shall read all submitted written comments from those members unable to attend and will include any sealed ballots from members unable to attend the meeting in the count.

Assessment of the Dossier

In assessing the contents of the applicant's dossier, the Department, Centre or Library Council shall decide if the application meets the objectives in Article 34.03 and whether or not there is sufficient evidence of research/scholarly/creative activity since any previous sabbatical or professional leave; and/or whether or not the member's proposed leave is likely to contribute to their scholarly, professional or pedagogical development. In addition, feasibility of the proposed plan may be considered.

The applicant's dossier is to include the following:

- the report of the previous sabbatical or professional leave;
- an outline of the proposed plans which explains why these should contribute to the member's scholarly, pedagogical or professional development;
- an updated *curriculum vitae*;
- an explanation of the locale chosen;
- a summary of the member's preparation for that project;
- a description of the program of study or professional activity which the professional librarian member intends to undertake, if applicable;
- a statement of scholarly and/or professional achievements since the previous sabbatical or professional leave; and, where applicable,
- plans to take paid employment elsewhere.

Recommendation

The Department Chair, Centre Director, or Library Council Chair shall inform the applicant, and the Dean/University Librarian of the recommendation, including the reasons for the recommendation, and of any specific concerns expressed by one (1) or more members of the Department, Centre or Library Council. This shall be done in a timely manner.