

OCAD UNIVERSITY APPLICATION FOR SABBATICAL



GENERAL INFORMATION

Name:

Date of Application:

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Faculty:

Date Since Joining University:

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Rank:

Length of Sabbatical Requested (Full/Half):

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Date(s) of Previous Sabbatical(s) (if any):

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Please provide a (25 word maximum) title/description of your proposed project:

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Other Funding Options - Please provide a complete list of applications made for grants, or grants received, related to this sabbatical:

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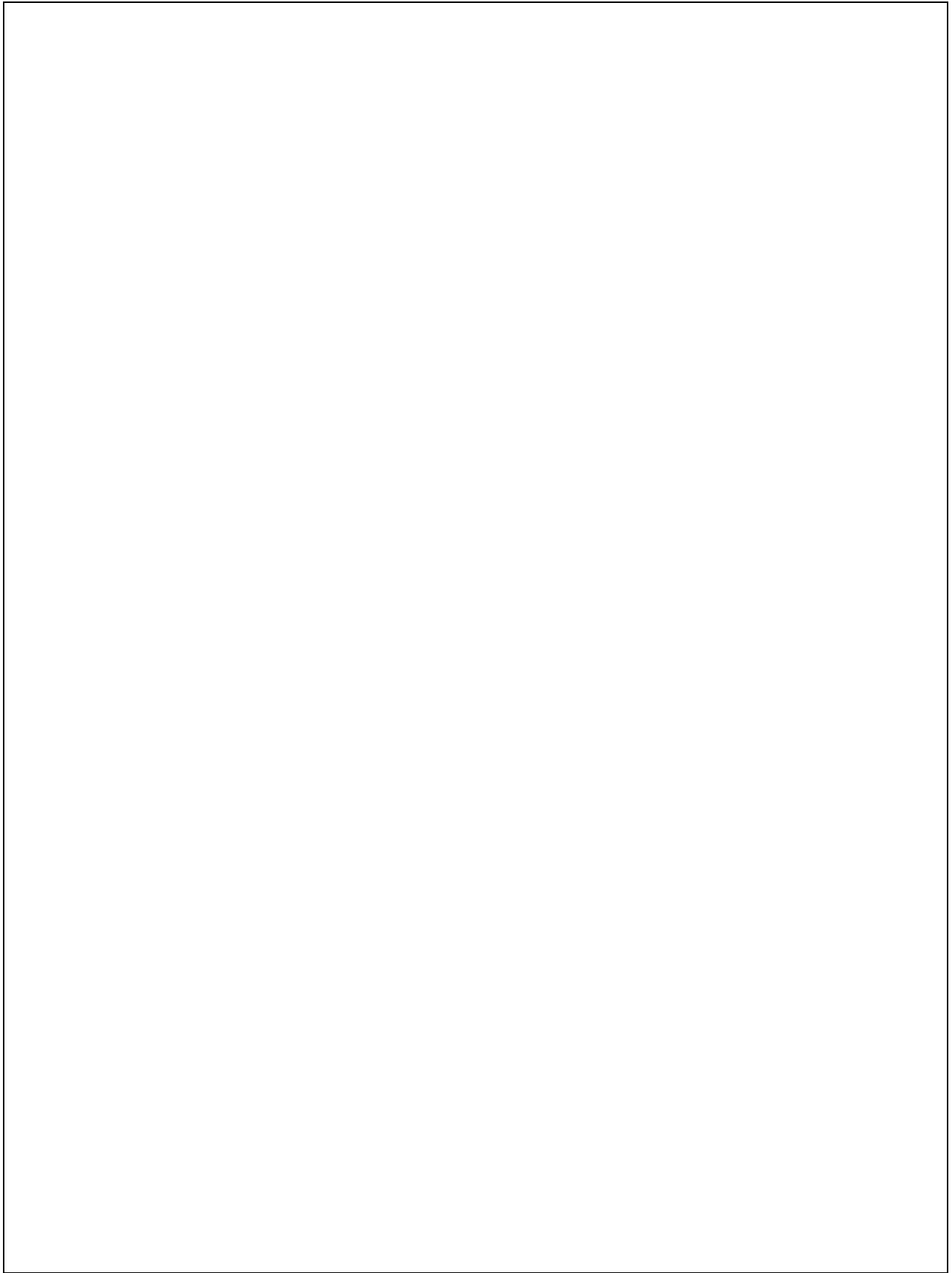
Concise summary (150 words maximum) of the program/schedule of study or work during sabbatical:

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Detailed information (750 words maximum) for the Committee that will help it determine the validity of your request. This will also help the Committee in its comments, recommendations and decisions on your proposals. Please include information specifically that relates to the Adjudication Criteria listed below. Examples can include, but are not limited to:

- a) Scope and objectives –including relevance to teaching & teaching related duties (such as pedagogy and innovation), professional practice/research (outlining artistic or scholarly significance, including potential contributions either to existing professional work, research and/or literature), relevance to University education goals (as outlined in the academic plan)
- b) Work already completed and in progress (linked to accomplishments from previous professional development opportunities)

Continue on next page...



AGREEMENT

If I am granted a leave with pay, I agree to return to the University for a period of service equal to two academic years and to file a report to the Dean of Faculty with a copy to the Vice-President, Academic and Provost. In default, I agree to reimburse the University the value of my sabbatical salary (i.e. 80% of base salary).

Signature:

Date:

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(Electronic submissions must include scanned or digital signature)

DESCRIPTION OF PROPOSED SABBATICAL PROGRAM

The granting of sabbatical with pay is, in effect, the awarding of a major research or study grant, which should benefit the University. Individuals applying for sabbatical should keep this in mind, and provide adequate information so that a fair assessment and a reasonable decision may be achieved.

Application components:

1. Application for Sabbatical
2. An updated *curriculum vitae*
3. Any supporting documents (if applicable)

Documents submitted electronically should be in PDF.

ADJUDICATION CRITERIA

In making decisions to grant, defer, or deny Sabbaticals, the Professional Development Committee normally bases its decisions on the following criteria (as per Article 21.8.2 in the MOA):

- The content and quality of each proposal
- The merits of each proposal and its relevance to the faculty member's teaching duties and professional practice/research
- The relevance of each proposal to the University's educational objectives
- Faculty members' previous Professional Development opportunities, including prior Sabbaticals (if any), which may include reports on accomplishments during such prior Professional Development
- Faculty members' years of service
- Faculty members' record of service

SUBMISSION

Submit one copy, either electronic or hard copy, to each of the following:

- Your respective Dean of Faculty
- The Office of the Vice-President, Academic and Provost
c/o Lynn D'Souza
11th Floor - 230 Richmond Street West
ldsouza@ocadu.ca