

Appendix A: Professional Development Leave Request

Application Procedure

Submit Professional Development Leave Request to the immediate supervisor no later than November 1.

The applications will be forwarded to the Office of the Senior Vice-President, Academic. All leave requests will then be rank-ordered based on seniority, as required by the Collective Agreement.

Name:

Program:

Division/Faculty:

Identify start and end dates for the leave:

Start date:

End date:

Describe the overall objectives of the leave.

Provide a plan of the activities which you will undertake to achieve these objectives and the measurable outcomes to be achieved.



Identify how the objectives will benefit you, and how they will enhance your abilities upon return to the College.

Identify how the objectives will benefit student learning.

Identify the resources required from the college (if any).

Identify the resources provided by the faculty member (if any).

Identify whether there will be materials developed during the Leave and specify if these will or will not become the property of Humber College.

List and describe any paid employment (if any) that will be undertaken during the leave period. Indicate the amount of time and remuneration associated with this employment.

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|------|------------|------------------------|
| Date | Print Name | Signature of Applicant |
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| Date | Print Name | Immediate Supervisor |
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| Date | Print Name | Dean |
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| Date | Print Name | Vice-President |
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For additional information or questions, contact the Office of the Senior Vice-President, Academic.