**Application for Academic Employees - Professional Development Leave**

**APPLICATION**  
**for**  
**ACADEMIC EMPLOYEES**  
**PROFESSIONAL DEVELOPMENT LEAVE**   
**(SABBATICAL)**   
**for the academic year**  
**2018-2019**  
**(Please see revised submission deadline:**

**Due to the Office of the Senior Vice-President, Academic by January 12, 2018)**

Professional Development Leave (CA, Article 20) permits a limited number of academic employees to pursue College-approved academic, administrative, technical, industrial or other activities where such activities will enhance the knowledge and skills of the teacher, counsellor or librarian upon returning to the College.

**Activities during a Leave can include, but are not limited to:**

* Development of new professional or technical skills through practical experience to reflect changes in the work force;
* Development of materials such as text, software, visual materials required of a specific course or courses;
* Retraining for skills required in a different department of the College or to teach in another discipline;
* Instructional, individual or directed research related to an identified need; and
* Completion of formal academic studies.

For more information, please review the **Academic Professional Development Leave Policy** <http://humber.ca/policies/sites/default/files/Professional%20Development%20Leave%20Policy%2012%206%202016.pdf>

**Academic Professional Development Leave Procedure:**

[http://humber.ca/policies/procedures/academic-professional-development-Leave-procedure](http://humber.ca/policies/procedures/academic-professional-development-leave-procedure)

1. Submit an application for a Professional Development Leave (Appendix A) to your immediate supervisor**.**
2. You are required to meet with your immediate supervisor to discuss the application/proposal and receive Dean/ Director sign off**.**
3. The applications will be forwarded to the Office of the Senior Vice-President, Academic by **January 12, 2018.** They are then reviewed and rank-ordered by seniority, as required by the Collective Agreement. A letter confirming receipt of application including the terms and conditions will be sent to applicants.
4. The Senior Vice President, Academic will recommend approval of rank-ordered Leaves to the President.
5. The President approves Leave requests and informs Human Resources of the employees who have been approved for a Leave.
6. The Senior Vice-President will inform (in writing) the employees who have been granted a Leave and indicate the requirements to be met during the Leave.
7. Applicant has 14 calendar days to sign back the letter.
8. The Senior Vice-President, Academic will notify in writing those who were not approved – reasons for the denial.
9. In accordance with 20.02 xv, the College will provide the Union Local the names of all applicants and the names of all successful applicants and the duration of the Leave granted

**Appendix A: Professional Development Leave Request** form can be found at the following link: <http://humber.ca/policies/sites/default/files/uploads/documents/Appendix%20A%20Fillable%20Professional%20Development%20Leave%20Request%2012%2006%202016%20v2.pdf>

**Note: your application for a Professional Development Leave must include the following information:**

1. Name, Program, Division/School.
2. Identify start and end dates for the Leave.
3. Describe the overall objectives of the Leave.
4. Provide a plan of the activities that you will undertake to achieve these objectives and the measurable outcomes to be achieved.
5. Identify how the objectives will benefit you, and how they will enhance your abilities upon return to the College.
6. Identify how the objectives will benefit student learning.
7. Identify the resources required from the College (if any).
8. Identify the resources provided by the faculty member (if any).
9. Identify whether there will be materials developed during the Leave and specify if these will or will not become the property of Humber College.
10. 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.

**Related Policies:**

Intellectual Property Policy

<http://humber.ca/policies/intellectual-property-policy>