Sabbatical

Update: July 1, 2016
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Procedure for Faculty Members and Lab Instructors
1. **By OCTOBER 1st the faculty member will submit** the following to the Dean’s Office, BOTH electronically and as an original printed package:
   a) Completed Sabbatical Application form
   b) Proposed sabbatical plan which includes a list of current graduate students being supervised and the provisions for supervision of graduate students during sabbatical
   c) Copy of report from the last sabbatical
   d) CV
   e) Statement of the anticipated short and long term benefits for the University, Faculty and Department
   f) A completed and signed “Department Head Recommendation” section on the form.

2. **By MID-NOVEMBER the Science Faculty and Lab Instructor Review Committees** will review the applications.

3. **By DECEMBER 31st the Dean’s Office will notify** the member in writing whether or not sabbatical has been granted. Copies of the application packages are sent electronically to the Department Head.

4. **By DECEMBER 31st the Dean’s Office will submit** a summary of approved sabbaticals to Human Resources, who, in turn, notify the Provost and Vice-President (Academic), the Office for Research, Innovation and Partnership (ORIP), and the Dean of Graduate Studies and Research.

5. **The Dean’s Office will advise** FGSR of the approved sabbaticals and the details of supervision of the graduate students during the sabbaticals.

6. **Within 3 months of returning from Sabbatical the faculty member or lab instructor must submit** a Sabbatical Report form to the Dean’s Office with a copy to Human Resources.

7. The faculty member or lab instructor must attach a copy of the Sabbatical Report form to their Annual Information Form for the next calendar year they are reviewed.

Related Information
- Sabbatical Forms
  [http://www.uregina.ca/hr/faculty-staff/academic-staff/sabbatical.html](http://www.uregina.ca/hr/faculty-staff/academic-staff/sabbatical.html)
- URFA Article 16.7
  [http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html](http://www.uregina.ca/hr/services/faculty-staff-relations/agreements.html)