

## Application for Educational Leave

Deadline: December 15, 2011

Checklist:

In order for an application to be considered by the Educational Leave Committee the following is required:

- A completed application form
- Confirmation that the relevant chair has been informed of the intent to apply
- A completed Comments from the Dean/Principal/University Librarian form attached herewith
- Supporting documentation confirming the proposed programme of study (letters of admission to formal programmes, letters of invitation, enrolment in workshops, etc.)
- A current curriculum vitae including information on your teaching experience
- Letters of support from colleagues where appropriate

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*Please note:* **An original plus four copies of the application and all supporting documents are required.**

Please address all correspondence to:

Secretary, Educational Leave Committee  
c/o YUFA, 261 Health, Nursing & Environmental Studies Building

Educational Leave  
Application Form

Name: \_\_\_\_\_

Department/Division/School: \_\_\_\_\_

Faculty/Library: \_\_\_\_\_

Year Appointed to York Faculty/Library: \_\_\_\_\_

Telephone: \_\_\_\_\_

Normal Teaching Load: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Amount of Release Time Requested: \_\_\_\_\_

Educational Leave Proposal: On a separate page please provide the title, description and rationale for the leave (three pages maximum).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

