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

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
Application for Educational Leave

Applicants must submit this form (and a copy of their application) to the Dean/Principal/University Librarian.

Name of Applicant:

Normal Teaching Load:

Comments from the Dean/Principal/University Librarian. Please assess the application in terms of the academic needs of the department/division/school, Faculty, or the University. A copy of these comments will be provided to the applicant.

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Signature of Dean/Principal/University Librarian

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Date

Please return by December 15, 2011:

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