

## Application for Educational Leave

Deadline: Leave November 15, 2021

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:* **We have moved to email submission.**

**All supporting documents are required and applications will only be accepted by email.**

Please compile all your supporting documentation and send it as one single PDF document to [leaves.yufa@gmail.com](mailto:leaves.yufa@gmail.com) with “Educational Leave Application” in the subject line.

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.

Comments from Dean/Principal/University Librarian

Name of Applicant:

Normal Teaching Load:

Comments from the Dean/Principal. 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

\_\_\_\_\_  
Date

Please return by November 15, 2021:

Secretary, Educational Leave Committee  
c/o YUFA, 240 York Lanes