



Educational Leaves

A Joint Committee on Educational Leaves (Article 19.19) has been established and is charged with soliciting and deciding upon employee's applications for educational leaves.

The purpose of the Educational Leaves programme is to provide opportunities for tenured or tenure stream faculty and continuing appointment employees to take Educational Leaves for approved plans of study. (N.B. CLAs are not eligible)

These plans may include, but are not limited to, the attainment of a higher level of professional flexibility and better qualifications for internal transfer. Forms of professional development, in which the foreseeable measurable benefit will be principally to the individual, also fall within the Educational Leaves clauses.

Nature of the Awards:

The Educational Leaves Committee will be funding teaching release-time to an aggregate maximum of nine Course Director equivalents. Applicants may apply for leave for an entire academic year or a portion thereof. Applications for leave spread over more than one year may also be made.

In its assessment of applications, the Educational Leaves Committee will apply the following criteria: timeliness, feasibility and anticipated benefits to the institution and the individual.

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Application Procedures:

Contact the YUFA office 55236 or email yufa@yorku.ca for an application form.

The Joint Committee requires an original plus four copies of the completed application form, including the leave proposal, confirmation that the relevant chair has been informed of the intent to apply, supporting documentation confirming the proposed programmed of study (e.g. letters of admission to formal programmes, letters of invitation, enrolment in workshops, etc.), a letter from the Dean/Principal/University Librarian assessing the application in terms of the academic needs of the department/division, Faculty, or the University, letters of support from colleagues where appropriate, and five copies of a current curriculum vitae.

Within six months after his/her return from Educational Leave, the faculty member shall file a report on his/her Educational Leave with the Chairperson of the Educational Leaves Committee.

Applications are to be submitted by November 15, 2021 to:

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 with “Educational Leave Application” in the subject line.