

Application for Sabbatical and Special Leaves

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| Name: |       |
| Department: |       |
| How do you self-declare? (Optional)*As per Article 31 of the BUFA CA* | [ ]  Woman [ ]  Man [ ]  Gender Non-Binary |

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| Background Information |
| [ ]  Tenured | **[ ]  Subject to receipt of Tenure** |
| Date tenure received:       | **Date tenure anticipated:**       |
| Updated CV is appended to Application: | [ ]  Yes [ ]  No |

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| Information on Most Recent Leave: |
| [ ]  Sabbatical | **[ ]  Special** | **[ ]  Half Year at 80%** |
| [ ]  Full Year at 80% | **[ ]  Half Year at 100%** | **[ ]  Unpaid** |
| Dates of the above: |       |
| Last leave report(s) is/are appended to Application: | [ ]  Yes [ ]  No |

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| Information on Leave Requested: |
| [ ]  Sabbatical | **[ ]  Paid Special** | **[ ]  Unpaid Special** |
| [ ]  Considered to be equivalent of sabbatical | **[ ]  Other** |
| Explanation: |       |
| [ ]  Full Year at 80% | **[ ]  Half Year at 100%** | **[ ]  Half Year at 80%** |
| Dates of leave requested: |       |
| Leave location(s) with anticipated dates, length of stay: |       |
| Anticipated other salary arising out of the sabbatical leave as per Article 21.37 (CA):*Recognized Own Account Work as per Article 10 (CA) need not be included.* |       |
| Research or other grants which will/may be held at the time of the leave as per Article 21.39 (CA): |       |
| Will be filing application to have percentage of salary received as a research grant as per Article 21.38 (CA): | [ ]  Yes [ ]  No |

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| 1. As described in Article 21.24 (CA), “the application shall include a summary of scholarly and professional activities undertaken by the member during his/her most recent leave…”. That summary is as follows:

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| 1. Additionally, Article 21.24 (CA), indicates that the application must include “a detailed statement of plans (namely goals and objectives, methodology and expected outcomes of the research proposed) for the entire period of the sabbatical leave…”. That plan is as follows:

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| 1. As noted in Articles 21.22 and 21.24 (CA), the application shall indicate “…the benefits which shall accrue to the applicant…”. They will be as follows:

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| 1. As noted in Articles 21.22 and 21.24 (CA), the application shall indicate “…the benefits which shall accrue… to the institution…”. They will be as follows:

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| 1. As noted in Articles 21.22 and 21.24 (CA), the application shall indicate “…the benefits which shall accrue… to the academic community.” The will be as follows:

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| 1. Article 21.32 (CA) states that the report of the previous sabbatical and “scholarly and creative activities… during the sabbatical or during the period following the sabbatical shall be taken into account by the Dean/Director and the department in evaluating applications for subsequent sabbatical leave”. As the report(s) of the previous leave(s) is/are appended to the application, the following is additional information on “scholarly and creative activities” undertaken since the last leave (or since the initial appointment as the case may be) which may assist in the evaluation of this application.

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Signature of Applicant Date Submitted