

## University of Toronto Scarborough *Guidelines on Research and Study Leaves*

The Provost's web site on leaves (<http://www.provost.utoronto.ca/procedures/leaves.htm>) covers a variety of leave situations other than regular sabbatical leaves for faculty members. The Provostial *Guidelines* (<http://www.provost.utoronto.ca/policy/leaves.htm>) include information on eligibility, duration and payment during research and study leaves and also on special treatment of research leaves involving prestigious fellowships. Other information in the *Guidelines* pertains to the submission of request for leaves by the Dean. The *Guidelines* do not outline divisional-specific processes and deadlines. These are outlined below.

### Leave Request Timetable

Early October	Unit Heads send a reminder to faculty members to submit their requests for research and study leaves by October 31 <sup>st</sup> .
October 31 <sup>st</sup>	Requests from faculty members should be submitted to the Unit Head. For professorial faculty, the request must include a statement of the research and scholarship the faculty member proposes to undertake. For teaching stream faculty, requests for leave must include a statement of the activities directly related to professional and pedagogical development to be undertaken while on leave. We encourage the use of a <i>Research and Study Leave Request</i> form and have attached samples for your information.
November 7	Unit Heads submit their recommendations for all leaves to the Dean (c/o Human Resource Services) by the end of the first week. Supporting documentation, including <i>Research and Study Leave Request</i> forms and requests for deferrals, should be submitted with the recommendation.
December 31	The Dean's approval of the recommendations is provided to Unit Heads, and leave requests are submitted to the Provost's for approval.
March 31	Final confirmation from the Provost's Office for all leaves is given.
<b>NOTE:</b>	<i>At the conclusion of the leave, faculty members are required to submit to their Unit Head a written report of their research and scholarship.</i>