

## 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            | <p>Unit Heads send a reminder to faculty members to submit their requests for research and study leaves by October 31<sup>st</sup>.</p> <p>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.</p> |
| October 31 <sup>st</sup> | Requests from faculty members should be submitted to the Unit Head.   |
| 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. Please use the <i>Departmental Request for Leaves</i> form attached. Supporting documentation, including individual <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 Office 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>  |