

University of Lethbridge

Study Leave Working Group

**A Joint Initiative of the Board of Governors of the University and the
University of Lethbridge Faculty Association**

February 13, 2015



**The Board of Governors of the University of Lethbridge
and the University of Lethbridge Faculty Association**

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(1) Introduction

The Study Leave Working Group (hereafter, SLWG) was struck pursuant to a Memorandum of Understanding (MOU – Appendix A of this Report), dated April 3, 2014, between the Board of Governors of the University of Lethbridge (“the Board”) and the University of Lethbridge Faculty Association (“ULFA”). The SLWG was composed of two members representing the Board, and two members representing ULFA, identified in Appendix B of this Report. The purpose of the Working Group was, within the parameters of Faculty Handbook Article 3.02, to: (a) review Faculty/Library Study Leave policies or guidelines; (b) consider the merit of centralising these policies or guidelines; and (c) inform the perspectives of (a) and (b) through comparison of Study Leave or like programmes in use at universities in Canada. The MOU also called for the SLWG to submit a report with recommendations, such recommendations to be brought forward for full consideration by the parties to the MOU during Faculty Handbook negotiations in 2015.

The SLWG acknowledges that the University’s Study Leave Programme is an indispensable element of the institutional research, scholarly and creative activity (hereafter “research”) environment, complementing the ongoing research duties of faculty members and professional librarians (hereafter, “researchers”). Furthermore, it is also noted by the SLWG that the present Study Leave Programme is one of the best of its kind in any Canadian university. That this is the case is borne out through even a cursory review of the Canadian Association of University Business Officers (CAUBO) *Faculty Bargaining Services Sabbatical/Research Leave Report* of January, 2014. The CAUBO Report is included in this SLWG Report as Appendix D. It was also noted that the current Study Leave Programme has served the University extremely well, the time which it provides to researchers being one of the catalysts which has placed the University in the top three of small Canadian research universities for several years recently, as acknowledged by independent, external reviews.

(2) Study Leave Programme Comparisons Across Academic Units

The SLWG obtained copies of all Study Leave Guidelines/Policies in use by academic units across the University. A summary comparison of these documents is contained in Appendix C. As can be seen, there is considerable variation across academic units in the structure of Study Leave Advisory Committees, application processes, submission deadlines and proposal requirements. In addition, certain units allow eligibility for Study Leave on the part of researchers in tenure-track appointments, while others do not. As well, certain units specify a targeted award rate for Study Leave while, again, others do not. Some units have internal “rules of thumb” for the rate of award of Study Leave. Overall, award rates, where explicit or by common practice, are either 8% of eligible members per year, or 10% of eligible members per year.

The SLWG was also able to obtain ten-year (or, in the case of some units, more) histories of eligible members per academic unit, and actual Study Leave award rates. This information is summarised in Table 1, below.

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Table 1: Ten-Year History of Study Leave Eligibility Numbers and Award Rates by Academic Units at UofL

Leaves Awarded:	A&S	Rate	Ed	Rate	FA	Rate	HS	Rate	Lib	Rate	Mgt	Rate	All	Rate	Total Annual % Award Rates	10 Year Average Award Rate
2005/06	18.5	11.08%	4.5	11.25%	4	12.90%	0	0.00%	1	8.85%	3.5	10.29%	31.5	10.85%	10.85%	
2006/07	21.5	11.68%	3.5	8.75%	2.5	8.06%	0.5	5.56%	1	8.06%	3.5	9.46%	32.5	10.37%	10.37%	
2007/08	18.5	9.20%	4.5	11.54%	3.5	10.94%	1	12.50%	0	0.00%	3.5	9.46%	31	9.41%	9.41%	
2008/09	9	4.43%	6	15.38%	4	12.50%	1.5	16.67%	1	8.06%	3.5	9.46%	25	7.52%	7.52%	
2009/10	25	11.96%	6	15.38%	5	16.13%	0.5	5.00%	0.5	4.24%	4.5	13.24%	41.5	12.40%	12.40%	
2010/11	16	8.00%	5.25	13.46%	4.5	14.52%	0	0.00%	1	9.09%	3.5	10.29%	30.25	9.25%	9.25%	
2011/12	18	9.00%	4.25	10.76%	6.5	21.67%	1.5	12.50%	1	10.00%	3	9.38%	34.25	10.59%	10.59%	
2012/13	14.5	7.25%	3.5	8.62%	6.5	20.31%	0.5	3.85%	1	11.11%	3.5	10.00%	29.5	8.95%	8.95%	
2013/14	20	9.71%	3	8.00%	3.5	10.29%	0.5	3.85%	1	11.11%	3	8.57%	31	9.27%	9.27%	
2014/15	14	7.29%	3	9.09%	4	12.50%	2	14.29%	1	10.00%	5.6	16.47%	29.6	9.40%	9.40%	9.79%

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As one can observe from Table 1, the aggregate, average award rate over the ten-year history is close to 10% of eligible academic staff. It is perhaps also notable that, for these ten years, the average award rate in the Faculty of Arts and Science is somewhat lower, at 8.96%. However, on the basis of a longer history provided by that Faculty (1998/99 to 2015/16) the average award rate is slightly above 9%, at 9.03%, and, in some years, was in excess of 10%. The overall conclusion, therefore, is that actual experience at the University has seen close to 10% of eligible academic staff awarded Study Leave, over an extended period of time. These awards have been made on the basis of a peer review and award process with, on occasion and in some areas, candidates having been denied award of the Leave for which they applied.

(3) Study/Research Leave at Comparator Universities

It was noted earlier that the SLWG reviewed the CAUBO *Faculty Bargaining Services* (FBS) Report, summarising Study/Research Leave Programmes across Canadian universities (Appendix C). The FBS Report contains details of the nature of Programmes at the various institutions, namely: (a) how eligibility is accrued; (b) the length of the awarded Leaves as a result of that accrual; (c) the kinds of service which qualify for accrual towards eligibility for Leave; and (d) the rate of remuneration of the academic staff members when on Leave, amongst other things.

Item (d) in the list in the previous paragraph generated more specific discussion by the SLWG. It is extremely rare in Canadian universities for the rate of remuneration on Study/Research Leave to be 100% of salary. The University of Guelph is the only other institution which makes awards at full salary for a twelve month leave after six years of service.

Notwithstanding the usefulness and detail in the FBS Report it is, however, silent on rates of award of Study/Research Leave at Canadian universities. The SLWG felt it important to obtain information regarding rates of award, in order for its analysis in this Report to be complete, and to meet the requirements as set out in the MOU.

In other contexts, discussions between ULFA and the Board which have called for inter-institution comparisons have benefited from agreement on a set number of “comparator” institutions. That is, while it would be very interesting and useful to obtain Study/Research Leave data relative to institutional award rates at Canadian universities, data such as this, across the scope of all institutions is simply not available. Consequently, the SLWG agreed to establish a set of comparator institutions from which it would attempt to collect data on this matter.

For comparative purposes, the SLWG agreed that a comparator cohort of universities for purposes of reviewing rates of award of Study/Research Leave should include: (a) other, appropriate Alberta universities; (b) western Canadian universities; and (c) universities of similar size and/or mandate/breadth of activity, relative to the University of Lethbridge. In addition, it was felt that at least some of the institutions which had been used as comparators to the University of Lethbridge in the past for ULFA/Board purposes should be included in this case. However, it was observed that the comparator cohort for the purposes of this Report ought to be chosen in relation to the purposes of this review.

Of universities in Alberta, it was decided that the University of Alberta (UofA) and the University of Calgary (UofC) would be included in the comparator cohort for this review: the rationale here being that both are Comprehensive Academic Research Institutions (CARI), as this term is defined in the Alberta context, as is the University of Lethbridge (UofL).

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Of western Canadian universities, which of course includes the UofA and the UofC, the SLWG decided that the University of Regina (UofR) and the University of Saskatchewan (UofS) were appropriate comparators. Both operate in similar markets to the UofL, and the UofR is similar in terms of size and mandate of activity. It was also decided that the University of Northern British Columbia (UNBC) was an appropriate comparator institution for purposes of this review. UNBC is a smaller institution, but is often viewed as a “peer institution” to the UofL, from the perspective of the intensity of its research activity, within the range of smaller universities, and breadth of activity. However, despite efforts over several months, we were unable to obtain Sabbatical/Research Leave data for UNBC, so this institution was dropped from the comparator set.

Each of the four comparator institutions was contacted, to solicit any available information with respect to numbers of academic staff eligible for Study/Research Leave, and the rate of award of such Leave. In general, we were advised that such information was not readily collected in all comparator institutions where, for some, the decision to award Leave was made at the Faculty or College level, unlike the UofL, where the award decision is made by the Provost, on delegated authority of the President and Board. Table 2 below shows Study/Research Leave award rates which could be provided by the various universities over the past five years, as provided by these four comparator institutions.

Table 2: Five Year Historical Study/Research Leave Award Rates, Comparator Universities

Institution	2010-11	2011-12	2012-13	2013-14	2014-15
UofL	9.25%	10.59%	8.95%	9.27%	9.40%
UofC	13.15%	13.39%	11.66%	14.33%	Not available
UofS	6.71%	6.93%	6.92%	6.47%	11.20%
UofR	11.25%	8.27%	10.12%	12.75%	12.95%
UofA	Not available	6.81%	7.19%	8.59%	6.71%

Source: Comparator university data compiled and supplied by Canadian Association of University Business Officers (CAUBO) Faculty Bargaining Services (FBS), December 2014, and the University of Calgary Factbook.

In the cases of both the UofA and the UofS, the higher rates seen in certain years for these institutions, relative to other years, arose due to heavy periods of academic staff recruitment in the period six years prior to the observed increases in award rates. This meant that more academic staff became eligible and successfully applied for Leaves in the indicated years at these institutions. Also, the UofS reported that leave-eligible candidates from the Colleges of Medicine and Dentistry (making up 30% of the total eligibility pool) do not typically apply for Sabbatical/Research Leave at that university.

The SLWG also endeavoured to obtain qualitative information regarding Study/Research Leave Programmes at the various institutions, although it was not possible to obtain such information from all of the comparator universities. In the case of the UofA, it was observed that the award rate tends to be low owing to Leaves being awarded at 82.5% of salary, until the past year, when this increased to 85% of salary. Similarly, at the UofS, the salary of Sabbatical Leaves increased from 80% to 90% in 2010, after observing that the reduced salary resulted in fewer members being awarded leave. The University of

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Saskatchewan Faculty Association (USFA) is hoping to reinstate 100% salary for Sabbatical Leaves in the next round of negotiations. At the UofC, it was noted that “Research and Scholarship Leaves” (RSLs), as they are referred to there, are available to all members of the academic staff, including teaching-only instructors. Also at the UofC, it was intimated that RSL is seen as an entitlement in arts and science departments, whereas this is not the case in Faculties such as Medicine, perhaps because many appointments there are not continuing.

In comparing the leave provisions of the comparator institutions, the SLWG observed that Sabbatical Leaves at the UofA and the UofS, Sabbaticals as they are called at the UofR and Research and Scholarship Leaves as they are called at the UofC are all approved at the decanal level leaving open the possibility of appeal to the Provost. At the UofL, there is no appeal when an application for Study Leave is denied.

(4) Principles on which SLWG Members are Agreed

With a view to establishing a set of recommendations on which the SLWG members were agreed, the discussion, informed by the factors and items reviewed above, turned to the determination of a set of principles on which the members were in accord.

- (a) All members of the SLWG agreed that Study/Research Leave is a critical feature of a university’s academic environment. In addition, since the UofL is a CARI within the Alberta context, a Study/Research Leave Programme is an essential element needed to meet the expectations implicit in the definition of an Alberta CARI. The SLWG acknowledged that the UofL has an obligation to resource a Study/Research Leave Programme, given the Faculty Handbook requirements pertaining to duties of faculty members/librarians, and the CARI status of the UofL. Furthermore, any Leaves so awarded must be shown to be of value to the career development of the academic staff member, and to the University and society.
- (b) New academic staff members who are eligible for Study Leave at the UofL spend a considerable amount of their time in their earliest years at the University focusing on ensuring they are effective teachers. This is an institutional expectation, pertaining to all academic staff who are engaged in the instructional programme. Given this significant expectation, it is often found that an early Study Leave (that is, of six months, after three years of service) is very beneficial for ensuring the continued momentum of the research programme of the scholar. Thus, the SLWG felt that an important principle was to allow for tenure-track, academic staff members across the University to be eligible for Study Leave before they are awarded tenure, so long as a successful Extension of Probation Hearing or similar review (such as a recent appointment of a member previously on a term contract) has occurred in their case.
- (c) Members agreed that adjudication for the award of Study Leave should be through a peer review process via academic unit committees advisory to and Chaired by Deans/University Librarian. Such Committees would arrive at their recommendations to the Deans/University Librarian for the award of Study Leave through a consensus model.
- (d) In order to ensure common standards for the award of Study Leave across academic units, the SLWG concluded that each unit’s Study Leave Advisory Committee (SLAC) should be composed of five advisory members: four from within the academic unit, and an external member from another academic unit in the University. Wherever possible, SLAC advisory

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- members should be tenured, at a minimum rank of Associate Professor/Librarian III, and past recipients of at least one Study Leave award.
- (e) Each academic unit would establish procedures internal to their unit for the staffing of its SLAC, and the criteria to be applied in reaching recommendations on the award of Study Leave.
 - (f) In the spirit of (d) above, standardisation of material comprising a Study Leave application, and information provided to Advisory Committees is considered appropriate. The proposal would include, as a minimum: (i) current *Curriculum Vitae* of applicant; (ii) a detailed description of the purpose and objectives of the research to be undertaken; (iii) reporting on past Leaves, if any, and their outcomes; (iv) supporting documentation related to ancillary requirements for successful execution of the Leave; and (v) supplementary information complementary to the criteria established by the SLAC, referred to in (e) above.
 - (g) It is fairly common for academic staff who join a university from another institution to be provided with a nominal level of eligibility towards Study Leave at the UofL, based on the past service elsewhere, especially if such members had been close to taking a Leave at their former institution. In addition, time spent on Term Appointment at the UofL has often been credited, in whole or part, towards eligibility for Study Leave if appointed to a tenure-track position at the UofL. Such arrangements have tended to be *ad hoc* across academic units. The SLWG feels that such arrangements should be formalised, systematic and standardised across academic units.
 - (h) In recent years, Study Leave awards at the UofL have become more competitive, with denials of the award of Leave becoming more common, or applied-for Leaves being awarded but reduced in length. The SLWG considered that the award of a shortened Study Leave (e.g. the award of six months in the case of an application for twelve months) ought to allow for at least some of the residual “lost” eligibility to accrue towards a future Study Leave.
 - (i) Academic staff otherwise eligible for Study Leave, but on Reduced Load Status (Faculty Handbook Article 33), would continue to be eligible for Study Leave on a *pro-rata* basis, relative to their proportion of Reduced Load Status from Full Load Equivalent.
 - (j) When an eligible academic staff member is requested to defer application or uptake of a Study Leave to assist in their academic unit’s programme delivery needs, such deferral would not affect continued accrual (banking) of eligibility towards future Study Leaves.
 - (k) There is considerable variation across academic units, in terms of timelines for application for Study Leave and, in some cases, including the submission of a “letter of intent” prior to submission of a full Study Leave application. The SLWG agreed that standardisation of the administrative process/timelines around Study Leaves is needed. This would have the added advantage that appropriately structured timelines would aid in course scheduling and planning.
 - (l) The SLWG agreed that it continues to be the case that academic staff on Study Leave be relieved of all formal course instruction, and service activity on committees, with the exception of involving graduate and undergraduate students in their programmes of research, when these students are an essential element of that programme. Thus, while on Study Leave, academic staff would continue to be responsible for the supervision of their graduate and undergraduate students, unless alternate arrangements are made.

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(m) The SLWG agreed that, in order to show a level of accountability for the award of Study Leave, all returning Study Leave recipients must submit a report, detailing what was achieved while on Leave, and how this advanced the academic staff member's career, and the University's mission.

(5) Other Considerations

At present, Study Leave is mentioned in the Faculty Handbook to a limited extent, and its administration is not dealt with therein. The Study Leave Programme at the UofL is implemented in accordance with the Faculty/Library Guidelines/Policies in use by each of these units. Whether this continues to be the case, or some/all language/processes pertaining to Study Leave migrate into the Faculty Handbook is not a matter which the SLWG considered to be within its purview. Thus, the SLWG is not suggesting any specific language around Guidelines/Procedures, or Faculty Handbook language. In a general sense, however, the SLWG notes that, to the extent that centralisation, standardisation or codification of certain elements is required, the Faculty Handbook is the obvious place to situate such direction and authority.

The award history of the Study Leave Programme at the UofL is such that, over an extensive period of time, Study Leave has been awarded at an annual average rate of roughly 10% of eligible academic staff members, and at a remuneration rate of 100% of salary. In addition, the Study Leave Relocation Programme (SLRP), funded by the Board, and administered by ULFA, provides for defrayal of a portion of the costs of academic staff members' relocation for all or part of the period of their approved Study Leave.

As noted earlier, the UofL Study Leave Programme is one of the best programmes of its kind in any Canadian university, especially when one includes the resourcing associated with the SLRP. The existing Study Leave Programme has served the University well, in establishing its reputation as a CARI in Alberta, and in Canada more generally. Thus, the SLWG is not advocating in any way reducing the level at which the Study Leave Programme is funded. This funding level represents a careful balance between the resourcing of instructional and research programming at the UofL, and one which it does not seem appropriate to change, especially given changes to the Tri-Council funding environment, which tends to disadvantage relatively smaller CARI-type universities.

The SLWG noted, however, that there is a sentiment in at least part of the UofL Study Leave Programme eligible community that the increased (and increasing) level of competition in this Programme means that some eligible academic staff members will not be successful in applying for Study Leave, and that this issue could become more of a problem in the future. While recognizing that some Leave applications are below the threshold for approval, the difficulty arises when Leave applications are marginal, and evidently less deserving of award than cases which easily clear the threshold. When working to a fixed rate of award, even when this is averaged over a period of years, there will be times when denials of Leave can affect a significant number of applicants. Such Leave denials can have several negative, unintended consequences, affecting the academic staff member and the University. When denials of Leave reductions have occurred in the past, steps have often been taken within the academic units concerned to ameliorate this impact. In discriminating amongst applications at the margin of acceptability, the SLWG is aware of a number of "fairness principles" that have been applied in past Study Leave award processes, in prioritising such marginal applications. These fairness principles include, but are not limited to: taking into account first-time Leave applicants' needs for Leave, the potential value of re-energising a research programme, the

time which has elapsed since a past Leave, and other contributions made to the University, which could have adversely affected the research record. In the future, a continuation of this approach will be worthwhile, on case-by-case bases.

(6) Recommendations and Conclusions

In this Report, the SLWG has described the current experience and environment for the award of Study Leave across Faculties and the Library at the UofL, then has compared this experience and environment with Canadian universities in general, and four specific UofL comparators in particular. We have also outlined a set of principles on which we are agreed, and some of which can inform a re-structuring of the existing Study Leave Programme, so that it is more systematically operated across all academic units of the UofL. Our key recommendations are as follows:

- (i) The UofL shall continue to invest in its Study Leave Programme, in the aggregate, at its historical levels.
- (ii) All tenured/tenure-track academic staff members are eligible for Study Leave, even prior to the award of tenure provided they have been successful in an Extension of Probation or similar review.
- (iii) Study Leave application processes and administrative timelines shall be standardised across all academic units.
- (iv) The SLAC structure for each academic unit shall be standardised. Each committee shall have as its *ex officio* Chair the unit Dean/University Librarian and include four advisory members from the academic unit and one advisory member external to the academic unit. Academic units may select and approve SLAC members in accordance with their usual committee staffing practices.
- (v) The peer review process for the award of Study Leave shall rely on tenured academic staff, at a minimum rank of Associate Professor/Librarian III, all of whom have held at least one Study Leave award.

These five recommendations are made at the highest level of abstraction. They are to be read and acted upon relative to the principles outlined in (a) to (m) of Section 4, above.

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Appendix A: Memorandum of Understanding
Regarding Study Leave

ULFA 2014 Negotiations – Faculty Handbook

BOARD Proposal

Without Prejudice

February 21, 2014

SCHEDULE O

MEMORANDUM OF UNDERSTANDING

Between

THE BOARD of GOVERNORS of the UNIVERSITY OF LETHBRIDGE
(the "Board")

and

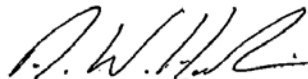
THE UNIVERSITY OF LETHBRIDGE FACULTY ASSOCIATION
("ULFA")

STUDY LEAVE WORKING GROUP

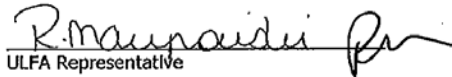
The parties hereby agree to have two representatives appointed by the Board and two representatives appointed by ULFA to form a working group on Study Leave provisions at the University of Lethbridge. This working group is to conduct its discussions within the parameters of Handbook Article 3.02.

The parties also hereby agree that the working group will commence its activity through a review of the various Faculty/Library Study Leave policies or guidelines under current operation, and that the merit of centralizing these policies or guidelines shall be as much a part of negotiations as their content and process. This review is also to be informed by comparisons of Study Leave or like programmes in use at other universities in Canada.

Further, the parties hereby agree that the working group will commence its assigned task by September 1, 2014, and will submit a report with recommendations by January 31, 2015, these recommendations to be brought forward for full consideration by the parties during negotiations in 2015.



Board of Governors Representative



ULFA Representative

April 3, 2014
Date

April 3, 2014
Date


Appendix B: Working Group Membership

ULFA Representatives:

Professor Mary Kavanagh,
Associate Professor of Art

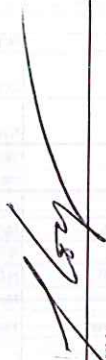

Signature

Dr. Ian MacLachlan,
Professor of Geography



Signature

Board Representatives:

Dr. Craig Cooper, Dean,
Faculty of Arts and Science, and
Professor of History


Signature

Dr. Christopher Nicol, University Librarian,
University Library, and Professor of Economics


Signature

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Appendix C: Comparison of Study Leave Guidelines/Policies Across Units						
	FAS	FA	Ed	Mgt	HS	Lib
Eligibility: Full-time or FT reduced load	N/E ^a	Yes	Yes	N/E	N/E	Yes
Eligibility: Faculty members only	Yes	Yes	N/E	Yes	Academic staff	Librarian
Eligibility: Must be tenured/continuing	No	Yes	Yes	No	No	Yes
12/6 or 6/3	Yes	Yes	Yes	Yes	Yes	Yes
Application Lol	No	No	24 mos	No	No	16 mos
Application date ^b	Sep 8	Aug 1	May 1	Oct 1	Oct 1	May 1
Dean's ack required?	N/E	N/E	N/E	Oct 15	N/E	N/E
Evaluated by date	Not req.	Not req.	N/E	Nov 1	N/E	N/E
Notification date	N/E	Nov 1	N/E	Dec 15	N/E	Jun 30
Application form	No	Yes	Yes	Yes	No	No
Application: proposal ^c	Yes	Yes	Yes	3 pg max	Yes	Yes
Application: previous leave app & report	Yes	Yes	Yes	Yes	Yes	Yes
Committee:	4C	4C+1+AD+D	DAAC	Exec Ctte	3HSF+D	3/2L+Alt+UL ??
Is Dean voting member?	N/E	Yes	Yes	N/E	N/E	N/E
Criteria:	Scholarly/creative merit	Scholarly/creative merit: feasibility, suitability, relevance, outcomes	Academic merit: feasibility, desirability, clearly defined outcomes	Scholarly merit, mission & values of the Faculty, member's preparation to	Eligibility, feasibility within allotted time	Academic merit: e.g. feasibility, desirability, clearly defined outcomes
Priorities:	Time since last leave		Those who have never had leave, past performance on leave, largest number of full-time years since last leave	Those who have never had leave, longest period of full-time duties on campus since last leave, past performance on leave	Merit, time since last leave, rotation schedule	Those who have never had leave, longest period of full-time duties on campus since last leave, past performance on leave
Opportunity to clarify?	N/E	Yes	N/E	N/E	N/E	N/E
Ranking on merit?	yes	Yes	no	no	yes	Yes
Committee recomm.?	Yes	Yes	Decides	Decides	Yes	Yes
Who decides on recco. list	Dean	Dean	DAAC	Exec Ctte	Dean	UL
Dean's recco. based on:	N/E		N/E	N/E	N/E	Budget & ops
Report to Dean due within	6 weeks	6 weeks	N/E	12 weeks	N/E	N/E
Seminar ?	N/E	Yes	If appropriate	Yes	N/E	If appropriate
Award rate	8% of Faculty ^e	N/E	N/E	10% of TT pos'ns	N/E	N/E
Dept. chair ranking/memo	Yes	No	No	No	No	No
Other Study Leave Features Not Specified in Faculty Study Leave Policies						
	FAS	FA	Ed	Mgt	HS	Lib
Half year awarded after full year application.	Yes	A/N ^d	A/N	A/N	A/N	A/N
Banking/Accumulation	N/E	N/E	N/E	N/E	N/E	N/E
Report to Provost	Yes but N/E	Yes but N/E	Yes but N/E	Yes but N/E	Yes but N/E	Yes but N/E
Notes						
a. N/E = not stated explicitly						
b. Apparent uncertainty about the start date of the "academic year".						
c. Documentation required for application varies among faculties.						
d. A/N = Apparently not						
e. Ambiguous: Meaning of "Faculty" is unclear						

Sabbatical / Research Leave

-

Congé sabbatique, congé à des fins de recherche et congé d'études

January/janvier 2014

A master copy is maintained and updated as changes occur.
The tables are sent annually for review by members.

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Un document central est compilé et mis à jour à mesure que des changements surviennent. Les tableaux sont transmis aux membres chaque année pour qu'ils en vérifient le contenu.

Members of FBS may cite this report, use extracts from it and provide it to third parties.

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Les membres des SANCP peuvent citer le présent rapport, en utiliser des extraits et le transmettre à des tiers.

Sabbatical / Research Leave / Congé sabbatique, congé à des fins de recherche et congé d'études

(Revised January 2014 / mise à jour : janvier 2014)

While this summary is designed to show the pattern of sabbatical and research leaves across universities, there can be important details for which collective agreement (or equivalent) should be consulted. This note provides an explanation of how information has been entered in the columns of the table.

FBS attempts to keep information current as new agreements are reported, and each fall the master table is sent to members to be verified prior to re-issue.

Errors can potentially arise from three sources:

- Incorrect information added to the table.
- Incomplete checking by institutions.
- Changes resulting from subsequent negotiations.

Please report changes to darlinga@cogeco.ca. Updated, but unverified, tables may be obtained on request during the year.

Changes since the 2013 report appear in red.

Although most universities have provisions requiring those who have taken leave to return to the university for a specified period, the details are not captured in this report.

Eligibility: Counting has been done in years, and so eligibility at semester institutions has generally been converted by dividing teaching semesters by 2. The norms are for sabbaticals to occur after 3 or 6 years, but a few universities allow other arrangements, and these are noted in the notes column. Similarly, if credit is granted for service at a previous institution, this is also noted.

Is the process selective? Invariably the answer has been “Yes”

Remuneration while on leave: This has been expressed as a percentage of normal salary, generally excluding stipends for the duration of the leave in months. **12/6** means 12 months leave after 6 years service; **6/3**, 6 months after 3 years; and **6/6**, 6 months after 6 years. Other arrangements may be permitted and these are described in the notes.

First sabbatical: A few institutions provide higher remuneration (typically

Bien que ce sommaire soit conçu pour présenter les caractéristiques des congés sabbatiques, congés à des fins de recherche et congés d'études dans les diverses universités, il peut y avoir des détails importants pour lesquels il serait judicieux de consulter les conventions collectives (ou l'équivalent). La présente note vise à expliquer comment l'information a été inscrite dans les colonnes du tableau.

Le personnel des SANCP s'efforce de tenir l'information à jour à mesure qu'il prend connaissance de nouvelles ententes et chaque année, à l'automne, le tableau global est transmis aux universités pour qu'elles en vérifient le contenu avant qu'il soit publié de nouveau. Il y a trois sources d'erreurs possibles :

- De l'information erronée a été inscrite dans le tableau.
- Les données n'ont pas toutes été vérifiées par les établissements.
- Des changements peuvent avoir eu lieu par suite de négociations survenues depuis la publication du tableau.

Veuillez signaler tout changement à darlinga@cogeco.ca. C'est également auprès de cette personne que vous pouvez obtenir une version comportant les changements survenus depuis la date de publication; notez que, dans ce cas, les changements fournis ne sont pas vérifiés.

Les changements depuis 2013 sont en rouge.

Même si la plupart des universités prévoient que les personnes prenant congé doivent retourner travailler à l'université pendant une période donnée, l'information à ce sujet n'est pas incluse dans le rapport.

L'information a été recueillie à partir de conventions collectives, de guides des professeurs et de sites Web d'universités. Afin d'adopter un format unique, les paramètres suivants ont été établis :

Admissibilité : Le comptage s'est fait en années. C'est pourquoi l'admissibilité aux établissements qui enseignent par semestre a été convertie en divisant les semestres d'enseignement par deux. La norme veut que les congés sabbatiques soient pris après trois ou six ans, mais quelques universités permettent d'autres dispositions, qui sont indiquées dans la colonne des

100%) for a first sabbatical, and this is noted if it occurs. This is often not available to full professors, but the table does not reflect this detail. “Same” means that the remuneration for a first leave is the same as for later leaves.

Banking: Some institutions permit banking of service towards future sabbaticals, but this is most often permitted where the university has asked that the leave be deferred – this is shown as “**If University Requests**”. Most institutions that permit banking express it as either banking from the last leave, or as banking beyond the normal 6-year qualifying period.

Salary increase for deferred leave: At some institutions, if leave is deferred, the salary for the period of leave is increased and this has been expressed as **percentage / year of deferral** (e.g. 5% / year). In such cases, a maximum is normally stated, and the salary during leave generally cannot exceed 100%. In some cases, the salary increase is an option to banking, where the deferral is the result of university action.

Can the leave be split? A few institutions permit a 12-month leave to be split, and the maximum gap between them has been noted. Another arrangement that has been captured in a few instances is a 12-month, continuous leave that starts in January and spans 2 academic years.

Maximum earnings: This has been stated as a percentage of salary, but it should be noted that research grants, travel awards and similar revenue are generally not counted in remuneration. In some cases, the article or policy references other articles about outside or professional earnings, and this has been noted.

Travel grants: This has been completed only if the institution provides such funds.

Is a report required at the end of the leave: Invariably the answer was “Yes”.

Notes: This column has been used to capture credit for previous service and unusual arrangements that do not fit the general format of the table.

remarques. Il est aussi indiqué si des crédits sont prévus pour le service dans un établissement précédent.

Le processus est-il sélectif? La réponse est « oui » dans tous les cas.

Rémunération pendant le congé : Cette information est donnée sous forme de pourcentage du traitement habituel, généralement sans les allocations. **12/6** signifie 12 mois de congé après 6 ans de service; **6/3**, 6 mois de congé après 3 ans; **6/6**, 6 mois après 6 ans. D’autres ententes peuvent être prises; celles-ci sont alors indiquées.

Premier congé sabbatique : Quelques établissements offrent une rémunération plus grande (généralement 100 %). C’est alors indiqué. C’est souvent offert aux professeurs titulaires, mais le tableau ne le précise pas.

Accumulation : Certains établissements permettent d’accumuler les heures de travail en prévision d’un futur congé sabbatique, mais c’est surtout le cas lorsque l’université demande de reporter le congé – c’est indiqué par la mention « **À la demande de l’université** ». La plupart des établissements qui permettent l’accumulation l’expriment comme une accumulation depuis le dernier congé ou une accumulation au-delà des six années de délai normales.

Augmentation du traitement pour un congé reporté : Dans certains établissements, le traitement pour la période du congé est augmenté, ce qui est indiqué sous la forme d’un **pourcentage/année de report** (p. ex., 5 %/année). Le cas échéant, un maximum est habituellement prévu et le traitement pendant le congé ne peut normalement pas dépasser 100 %. Dans certains cas, l’augmentation du traitement est une alternative à l’accumulation lorsque le report est demandé par l’université.

Le congé peut-il être divisé? Quelques établissements permettent qu’un congé de 12 mois soit divisé; l’intervalle maximal est alors indiqué. Une autre entente a été relevée : parfois, un congé de 12 mois débute en janvier et s’étend sur deux années scolaires.

Revenus maximaux : Ils sont indiqués en pourcentage du traitement, mais il faut préciser que les subventions de recherche ou de voyage et les revenus similaires ne sont pas comptés comme rémunération. Dans certains cas, l’article ou la politique renvoie à d’autres articles sur les revenus professionnels ou les autres revenus. C’est alors indiqué.

Subventions de voyage : De l'information a été inscrite dans cette colonne seulement si l'établissement fournit de telles subventions.

Un rapport est-il requis à la fin du congé? La réponse est « oui » dans tous les cas.

Remarques : Cette colonne présente les crédits offerts pour le service précédent et les ententes inhabituelles qui ne correspondent à aucune autre colonne.

Sabbatical / Research Leave - Congé sabbatique, congé à des fins de recherche et congé d'études Atlantic / Atlantique

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Newfoundland												
Memorial	Yes	80%	*	*		If university requests	Salary 95% if leave requested for academic year, & head requests it be taken in single calendar year.	No		Member has \$1,600 in PD & Travel. Also eligible to apply for 5% research grant for travel. Budget must be approved with sabbatical application.	Yes	* 4/3, 80%; 4/4, 85%; 4/5, 90%; 12/7, 85%; 12/8, 90%
P.E.I.												
U.P.E.I.	Yes	85%	85%	100%	90% After 2014 95%			Yes*			Yes	*Can split a full year over two contract years, which do not need to be successive. (Article C2.6 & 2.7)
New Brunswick												
Moncton	Yes	80%	80%	90%*		1 year		No	120%	Travel for member, spouse & dependants, plus moving costs and other expenses that must be approved	Yes	*Limited to 25 per year. Research support: \$5,000 for 12/6 & 8/6; \$2,500 for 6/3. For 8/6 payment is 100%
Mount Allison	Yes	90%	90%*		Same				120%		Yes	* 6/3 for tenured and probationary. Sabbatical reimbursement account of \$2,500 for 12 months and \$1,250 for 6 months.
New Brunswick	Yes	85%	85%	100%	Same	1 year if university requests, or if member requests deferment for personal hardship or sound academic reason (i.e. max of 2 yrs if both apply).	No	No	100%	None	Yes	
St. Thomas	Yes	85%	85%	100%	100%	1 year if university requests					Yes	An employee with 11 or more credits may take a 12 month sabbatical at 100%
Nova Scotia												

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Acadia	Yes	80%	80%		100% (only assistant professors)*				120%		Yes	* The text excludes those appointed at the associate or professor rank
Atlantic School of Theology	Yes	85%	85%	100%		Yes, 5%			100%		Yes	
Cape Breton	Yes	85%	85%						110%		Yes	12/7, 90%; 12/8, 95%; 12/9, 100%, 6/7-90%; 6/8-95%; 6/9-100%
Dalhousie	Yes	85%	85%			Yes			100%		Yes	2 years from another University.
King's	Yes	85%	85%						100%		Yes	
Mt. St. Vincent	Yes	80%		100%		Yes 5%			100%	\$3,000 for 12/6 & 6/6; \$1,500 for 6/3*	Yes	* The allowance listed is a "Sabbatical Research Allowance" see Article. 29.1.4.
Nova Scotia Agriculture												The institution has merged with Dalhousie University
NSCAD	Yes	85%	85%	100%	Same	Up to two years			120%*		Yes	6 years for first; must return * If earnings exceed 120%, the university payments decreases by 50% of excess earnings
Ste-Anne	Oui	80%							135%		Oui	
St. Francis Xavier	Yes	85%	85%		Same	Yes					Yes	
Saint Mary's	Yes	85%	80%						100%		Yes	6 years for first; 90% at 8 years

Sabbatical / Research Leave - Congé sabbatique, congé à des fins de recherche et congé d'études Québec

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Quebec												
Bishop's	Yes	85% / 6 90% / 7 95% / 8 100% / 9	100%			No	No		100% for those on reduced salary; up to 35% may be kept above 100%	Portion of salary may be provided as a research grant	Yes	Fixed number of leaves is allocated each year for the entire university
Concordia	Yes	85% / 6 90% / 7 95% / 8	85%	100%		1 year; up to 3 years if member requests		Rarely	Up to 120%	\$4,000 / 12/6; \$5,000 - 12/7; \$6,000 - 12/8 \$2,000 - 6/3 \$2,000 - 6/6 \$2,500 - 6/7 \$3,000 - 6/8 plus transfer of part of salary to research grant	Yes	2-year at 50% is also possible 6 month sabbaticals after 6, 7, 8 years are all paid at 100%, so the only difference is the leave research grant.
Laval	Oui	90%		100%	Même chose	oui pour 1 an	Oui 100%/8	Oui 2x 6 mois	Aucune limite	\$17,202	Oui	Liste des dépenses admissibles
McGill	Yes	100%		100%		May be delayed by university, and this will count toward next sabbatical	No	1X 12 months 2X 6 months	Regulations regarding consulting by academics continue to apply (no fixed limit)	Part of salary may be converted to research grant upon request	Yes	The 2 six-months may be in different years
Montréal	Yes/Oui	90%				Oui pour un an	Non	Oui 2x 6 mois à 90%	Aucune limite	Tarif aérien de classe économique pour le membre, son partenaire et les personnes à sa charge, en plus de 3 500 \$ pour les autres dépenses	/Oui	
Sherbrooke	Oui	100%				Oui	Non	2X 6 mois	Up to 125%	Tarif aérien de classe économique pour le	Oui	

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
										membre, son partenaire et les personnes à sa charge, les frais de scolarité et de conférence.		

Sabbatical / Research Leave - Congé sabbatique, congé à des fins de recherche et congé d'études Ontario

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Ontario												
Algoma		85%	85%		90%							
Brescia												
Brock	Yes	85%	85%	100%	90%	Maximum 2 years	will consider	will consider	100%	will consider	Yes	Credit for previous work negotiable to maximum of 3 years. First sabbatical not to commence until after 2 years at Brock.
Carleton	Yes	80%	70%		100%	If university requests	1 year / 5% or service to next leave (If university requests)	Yes	150% including grants		Yes	Credit for previous work: 1/2
Guelph	Yes	100% 8/6*	100% (4/3*)			Maximum 2 years					Yes	* Reflects use of semesters. Credit for previous work: ½ to maximum 3 years.
Huron	Yes	90%	90%	100%	100%						Yes	
King's	Yes	85%	85%	100%	90%/12; 100%/6	If university requests		Will consider	125% excluding travel	Grant in lieu of salary available	Yes	Credit for previous work can be negotiated at time of offer
Lakehead	Yes	85%	See note	100%	Same	If university postpones, member receives credit	No	No	Salary applies	No	Yes	If member's last leave was 6 months, they only have to complete 4 years before next which can be 12 or 6 months.
Laurentian	Yes	85%	85%	100%	Same		3 year / 5% (If university requests)		Permission required. Norm = 100% + travel		Yes	May give credit for previous work to recruit; leave after 5 years at 75% in special circumstances
McMaster	Yes	90%	90%	100%	100%	If university requests			Must report if earnings > 115%; prior approval		Yes	Credit for previous work can be negotiated at time of offer
Nipissing	Yes	85%	85%	100%	Same	If University requests	2 year / 5% (If University requests)		None stated; must inform university		Yes	Credit for previous work at another university negotiable at time of appointment to maximum of 2 years for 12 month sabbatical & 1 year maximum for 6 month sabbatical; maximum 4 years for limited term appointment at Nipissing of at least 12 months

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
N.O.S.M.	Yes	85%*	85%	100%	Same	Maximum 2 years	Yes		Permission required. Norm = 100%		Yes	* 80% if leave is taken one year early
O.C.A.D.	Yes	80%	80%		Same						Yes	
Ottawa	Yes	80%*	80% *	*	100%	Maximum 3 years if university requests	See note		Permission required. Norm = 100%		Yes	12/ 4 @ 50%; 12/ 5 @ 65%; 12/ 7 % 90%; 12/ 8 @ 100%; 6/ 4 @ 100%
O.U.I.T.	Yes	80%	80%	100%	100%				100% + reasonable expenses		Yes	If leave is deferred by university, the period to next leave is reduced
Queen's	Yes	85%	85%	100%	100%	If Dean requests or agrees	1 / 7.5%		100%.		Yes	Early leaves may be granted under special circumstances
Ryerson	Yes	85%	85%	100%	100% for assistant professor	Yes	92.5% after 7 yrs, 100% after 8	within 24 months	Must report & consult Dean +	Eligible for normal grants	Yes	*Depending on service (minimum 6 years) since last leave. + Members on leave may engage in other work only to extent that such work does not interfere with leave obligations to the university. Member must report outside remuneration received during leave, which would not have been received had s/he not been on leave (there is no maximum). - Chairs accumulate leave credit at higher rate.
St Jerome's	Yes	85%	85%		100% if special early leave is granted in year 4 of probation	See notes	See notes					If 12/ 7, salary is 90%; 12/8, 100%; 6/4, 100%
St. Paul	Yes	75%	75%		90% for assistant professor		5%/ year to max of 100% salary				Yes	
Toronto	Yes	82.5%	82.5%	100%	90% first leave after tenure & promotion	1 year	No	12 month leave can be split over 2 academic years		Eligible for normal grants	Yes	Credit for previous work can be negotiated at time of offer.
Trent	Yes	60%*	60%*		Additional years of service credits	Maximum 15 years of service credits			None stated but must inform		Yes	Additional remuneration for using additional years of service credits.
Western	Yes	82.5%	82.5%		87.5%	If university requests		Jan. – Dec. with permission	125%. Permission required to exceed		Yes	Credit for previous work: 1/2 to maximum of 3 years.

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Wilfrid Laurier	Yes	85%	85%	100%	100%	Yes			100% + travel, relocation & living expenses	Eligible for normal grants		Credit for previous experience can be negotiated at time of appointment.
Windsor	Yes	80%	80%	100%	90% within first 10 years	1 year (If university requests (exceptional circumstances for faculty)	1 year / 5%		Permission required		Yes	Credit for previous work if in letter of appointment.
York	Yes	82.5%		100%	Form for additional remuneration	If university requests			100% of normal professional income		Yes	Credit for previous work: 2 years service elsewhere = 1 York year. Leave fellowship fund of \$275,000; award is up to lesser of 10% of salary or \$12,500

Sabbatical / Research Leave - Congé sabbatique, congé à des fins de recherche et congé d'études Manitoba, Saskatchewan, Alberta

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
Manitoba												
Brandon	Yes	80%	80%	100%	Same	If university requests			100% + travel		Yes	Maximum of 2 years service elsewhere
Manitoba	Yes	80%	80%	100%	6 months at 100% after 3 year	If university requests			100% + travel		Yes	
St Boniface	Oui	80%	80%		90%				100% si le congé a lieu au Manitoba 125% si le congé a lieu à l'extérieur du Manitoba		Oui	
Winnipeg	Yes	80%	80%	100%	Same	If university requests		Yes			Yes	Maximum 2 years service elsewhere
Saskatchewan												
Regina	Yes	80%	80%	100%	Same	If university requests		Yes, 6 month maximum between	100%		Yes	
Saskatchewan	Yes	90%	90%	100%	Same	If university requests			100% + travel. See Article 20.8 (Consulting)		Yes	
Alberta												
Alberta	Yes	85% (2014)	85% (2014)		Same	If university requests		No	Article 8 (Professional earnings) applies		Yes	If previously tenured, up to 2 years credit
Athabasca	Yes	100%	100%		Same				100%	University fund of \$15,000	Yes	Eligibility accrues at 2 months / year; first leave can occur after 5 years
Calgary	Yes	80%	80%	100%	Same	If university requests: maximum 36 months after 6/3		No	125% + travel, after authorization	Travel grant of \$2,000 for out of province over 2 months	Yes	
Concordia	Yes	80%*		100%	Same			Yes				* After 7 seven years
Grant MacEwan	Yes	75%							125%		Yes	After 5 years leave is funded at 65%, & after 7 years at 85%
Lethbridge	Yes	100%	100%			If university requests		No – year can be Jan.-Dec.		University fund of \$35,000		Details of leave policy not published

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
								or July- June				
Mount Royal	Yes	80%		90%	Same				125%		Yes	Employee may defer the leave for 1 year

Sabbatical / Research Leave - Congé sabbatique, congé à des fins de recherche et congé d'études British Columbia / Colombie Britannique

Universities / Universités	Selective / Sélectif	12/6	6/3	6/6	First / Premier Congé	Banking / Accumulation	Salary Increase / Augmentation du traitement	Split / Division	Maximum earnings / Revenus maximaux	Travel / Voyage	Report / Rapport	Notes / Remarques
British Columbia												
U.B.C.	Yes	80%		90%	Same	If university requests		Yes; maximum gap 2 years	100%		Yes	8 months (Jan.-Aug. or May-Dec.) 75% / 6 month leave at 75% if 6/4 / 12 month leave at 60% if 12/4
Emily Carr	Yes	80%		80%	Same						Yes	A maximum of 3 leaves/ career awarded.
Fraser Valley	Yes	*	*		Same			No			Yes	* Qualifying period: 7 years. 12- month leave at 90% (Sept 1 – Aug 31 or Jan 1 – Dec 31)
Kwantlen	Yes	80%			Same				100%		Yes	Provisions for Educational Leave: after 3 years a member may receive a 4-month leave or after a period of 6 years of full time equivalent service a faculty may receive 8 months' leave at 80%.
U.N.B.C	Yes	80%	80%	100%	90% Must be 12 / 6	Maximum 3 years if university requests	6.67% per year to maximum 100%	Generally no	Article 38 (Professional earnings) applies. 100%, some exceptions	No	Yes	Maximum of 2 years credit for service elsewhere.
Royal Roads												Royal Roads does not provide sabbaticals.
Simon Fraser	Yes	80%	*	*	100%				100%		Yes	* SFU operates with 3 semesters per year, so leaves are of 4, 8 or 12 months, as follows: 8/6 at 90%, 4/6 100%, 8/4 at 80% and 4/3 at 90%
Thompson Rivers	Yes	*	**	***	Same	5 year maximum if university requests		No	100%		Yes	* 66.6% + 35% of Assistant Professor floor; ** 66.6% + 30% of Assistant Professor floor; *** 66.6% + 40% of Assistant Professor floor.
Vancouver Island	Yes	70%	70%*		Same			Yes			Yes	*Permanent faculty must have 3 years seniority.
Victoria	Yes	*	**	***	Same	5 year maximum if university requests	Regular Salary increase	Yes	115%		Yes	*66.6%+35% of \$45,740 **66.6%+30% of \$45,740 ***66.6%+40% of \$45,740