



Sabbatical Plan (Department 3 Year Plan)

Approved by: Trent
University and TUFA

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Dean

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A sabbatical application by a faculty member will be considered for approval by COAP and the Dean once it has been scheduled and approved in the Department's three year sabbatical plan. For details regarding sabbatical application and eligibility, please refer to the policy and procedure in this manual, or see Sections IV.5.2 - IV.5.2.4 of the Collective Agreement.

A three year sabbatical plan should:

- reflect due consideration for the operation of the department/program and the research requirements of faculty members.
- cover the period following the last approved plan by the Dean.
- indicate which year, or term of each sabbatical (i.e. Full sabbatical, July 1 - June 30, Half sabbatical, January 1 - June 30, or July 1 - December 31).

A sabbatical plan must be approved by both the Department Personnel Committee and the Department Committee. A copy of the plan is to be submitted to the Dean and COAP by **November 15** of each year.

If a scheduling conflict should arise, it should be resolved at the department level. Section IV.5.2.5.1 (a) (iii) of the Collective Agreement states that "conflicting requests shall be resolved by the Department in favour of the member having the great number of EYS and/or the greater period of time elapsed since the last sabbatical."