

APPLICATION FOR EDUCATION LEAVE

Applications for Education Leave for the 2019/2020 fiscal year (April 1, 2019 – March 31, 2020) must be submitted to **the Office of the Academic Deans (B241)** by **NOVEMBER 16, 2018**.

Faculty who intend to apply should review Article 23 of the LFA Collective Agreement. If you do not have a copy, one can be downloaded from the college website. Qualified applicants must have a minimum of five years full-time service and a regular appointment. Specific reasons, listed in Article 23, for the granting of educational leaves are:

- a. Directed study through an educational institution (such study need not lead to a degree, certificate, etc.);
- b. Directed research at an educational institution, research body, government body, etc.;
- c. Study-work experience at a recognized company or professional association;
- d. Self-directed research/publication.

Applications for educational leave:

- * Please complete the attached application form/checklist.

In addition to the above, the following criteria are considered when applications are reviewed:

- The value and benefit which would be derived from the project for Langara, its faculty and students;
- The improvement the project would bring to such areas as curriculum development, teaching methodology, discipline/program areas, professional growth and performance of the applicant;
- Length of service to the College.

Applicants will be asked to meet with the Adjudication Committee during the period of January 7 - 11, 2019.

Education leaves are subject to budget considerations as well as the terms of Article 23 of the LFA collective agreement. Please bear in mind that when the Adjudication Committee deliberates, the committee assesses the merits of the proposed project relative to the amount of funding being requested. Typically, the Education Leave budget allows the committee to fund the equivalent of two one-year, full-time leaves. A full-time Education Leave at Step 1 consumes \$96,703.04 of the budget.

Upon conclusion of an Education Leave and within one month of return to duty, a faculty member is required to submit a report detailing the outcomes of the leave to the Dean of his/her faculty.

APPLICATION FORM/CHECKLIST FOR EDUCATION LEAVE
2019/2020 Fiscal Year (April 1, 2019 to March 31, 2020)

Name of Applicant: _____ **Department:** _____

1. Length of leave requested in order of priority (as funding constraints may require the adjudication committee to look at lesser levels of support)

Note: Education Leave shall normally be of 6 months or 12 months duration (e.g. 6 months duration: 4-month Instructional and 2-month Non-Instructional) re: Article 23.4.1.3

- 1) _____
- 2) _____
- 3) _____

2. Rationale as described in Article 23 (please select one or more)

- ☐ a. Directed study through an educational institution (such study need not lead to a degree, certificate, etc.)
- ☐ b. Directed research at an educational institution, research body, government body etc.
- ☐ c. Study-work experience at a recognized company or professional association.
- ☐ d. Self-directed research/publication.

Briefly explain how your project fits into the selected category.

3. Required elements (please attach to this checklist)

- ☐ a) The rationale for the proposed project and achievements expected.
- ☐ b) Description of the proposed project, to a recommended length of one single-spaced page.
- ☐ c) The specific value and benefit of the proposed project to Langara.
- ☐ d) Improvement the proposed project would bring to areas such as curriculum development, teaching methodology, discipline/program areas, professional growth and performance of the applicant.
- ☐ e) A written statement indicating the support and approval of the department or program concerned.
- ☐ f) Your length of service at the college.

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