

Faculty
Leave
Committee

June 2008

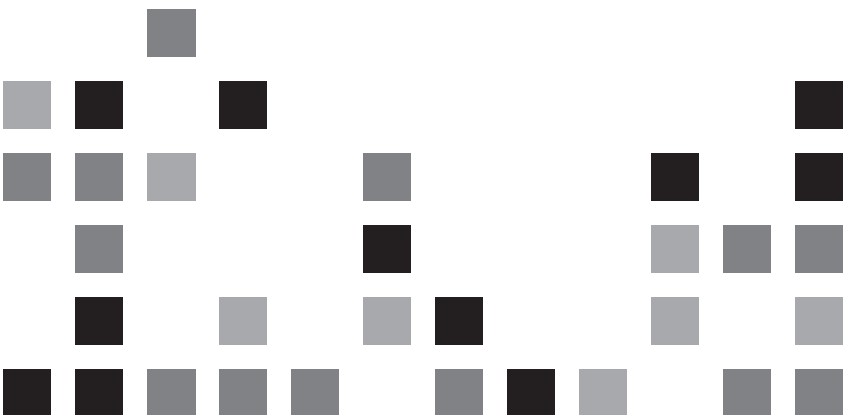




TABLE OF CONTENTS

Membership	1
Principal Responsibilities	1
Communications	1-2
Confidentiality Guidelines	2-3
Reference to Chair/Supervisor	4
Professional Leave/Sabbatical Guidelines and Procedures	4-7
Application Forms and Procedures	8-9
Professional Leave/Sabbatical Schedule	10
Guidelines for Reviewing Professional Leave Applications	11-12
Four for Five Leave Guidelines and Procedures	13
Schedule for Four for Five Leaves	13
Other Leaves	14





FACULTY LEAVE COMMITTEE

The Faculty Leave Committee exists in consequence of the terms of the Collective Agreement between the Board of Governors of Mount Royal College and the Mount Royal Faculty Association. Its mandate is defined by the terms of that agreement and is subject to change.

MEMBERSHIP

The Faculty Leave Committee is comprised of:

- two [2] tenured members of the Association, elected by the association;
- the Vice-President, Academic [who will chair the Committee]
- one dean/director appointed by the Vice-President, Academic
- one person designated by the Vice-President, Academic who is acceptable to the three other members of the Committee

Quorum consists of no fewer than four [4] members of the Committee, of which two must be the elected faculty representatives.

PRINCIPAL RESPONSIBILITIES

The Faculty Leave Committee is responsible for evaluating applications for professional leaves, sabbaticals and four-for-five leaves.

COMMUNICATIONS

All proceedings of the Faculty Leave Committee are held in camera. The Committee reports decisions and recommendations in confidence to individual applicants and relevant College officers.

The Committee may invite comment from any person or organization it has reason to believe may possess relevant information or opinion with regard to an applicant or an application. Applicants are permitted access to all written documentation submitted to the Committee with respect to their own applications.



Faculty Leave Committee

Committee decisions or recommendations are rendered in signed communication from the Chair of the Committee. Decisions of the Faculty Leave Committee are final. In the event that not all leaves are allocated in the initial funding period, the committee will establish another deadline for applications.

Questions relating to process may be addressed to the secretary of the committee; questions relating to the decisions of the committee may be addressed to the committee chair. Written communication to the committee should be addressed to the Chair, Faculty Leave Committee, Mount Royal College, 4825 Mount Royal Gate S.W., Calgary, AB, T3E 6K6.

The Committee may not alter deadlines established by the Collective Agreement. Awareness of guidelines, process and deadlines is the responsibility of employees.

CONFIDENTIALITY GUIDELINE

As an applicant for professional leave or as a member of the Faculty Leave Committee, you have confidentiality and privacy rights and responsibilities.

Confidentiality

The Faculty Leave Committee has explicit confidentiality provisions. They are:

1. All recorded information is provided in confidence
2. All information, oral or written, created, gathered, received or compiled during the deliberations of the Faculty Leave Committee is to be treated as confidential by both the applicant and the members of the Committee
3. Information may be provided to appropriate College officials on a need-to-know basis



4. Confidentiality is subject to any limits or disclosure required by law
5. Any person breaching confidentiality may be subject to disciplinary sanction

Freedom of Information and Protection of Privacy

Records are created in the course of the committee work for determination of approval/disapproval of professional leaves as described under Section 11.6(a) of the Collective Agreement between the Mount Royal Faculty Association and the Board of Governors of Mount Royal College. Such records contain highly personal information. As College records they are subject to Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. The provisions of the Act regulate collection, manner of collection, accuracy, retention, protection, use and disclosure of personal information.

Under FOIP, any individual may request access to any record held by the College. Formal access requests are handled on a case-by-case basis and document-to-document basis and information deemed to be an unreasonable invasion of an individual's privacy will not be disclosed.

Collection of Personal Information Notification

The personal information gathered throughout the Faculty Leave Committee process is collected under the authority of the Colleges Act and Alberta's Freedom of Information and Protection of Privacy Act section 32(c). The information will be used to determine whether the application for leave meets the criteria. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed by you upon request.



Faculty Leave Committee

REFERENCE TO CHAIR/SUPERVISOR

The term chair/supervisor refers, as appropriate, to the chair of the academic department/program for instructional staff, to the chair of the Library Services for academic staff members of the Library and to the Head of Counselling for academic staff members of Student Counselling.

Only tenured department/program chairs will participate in the evaluation or interview process for leave applicants. In cases where the department/program chair is a tenurable employee or an applicant, the dean/director is responsible for the evaluation of the leave application and the interview process for the leave application in accordance with the chairs' requirements.

PROFESSIONAL LEAVE/SABBATICAL GUIDELINES AND PROCEDURES

Professional Leave

A professional leave may be granted to an employee to undertake an acceptable plan of appropriate study which will improve the employee's personal and professional competence.

Employees granted professional leave shall retain their position and seniority, shall be granted their annual increment of salary, where applicable, and shall receive all benefits.

During an academic year [15 August - 14 August] the Board shall make available no fewer than the equivalent of two [2] annual professional leaves and two [2] professional leaves which are for either the Fall Semester or Winter Semester.

A Fall Semester leave is for the period 15 May - 31 December, inclusive of vacation. A Winter Semester leave is for the period 1 January - 14 August, inclusive of vacation. The Faculty Leave



Committee may grant leaves of up to twenty-four [24] months in length, but shall normally give priority to annual leaves and Fall Semester or Winter Semester leaves. For the purpose of calculating the number of leaves provided in an academic year, the Fall Semester and Winter Semester leaves shall be counted as one half [1/2] an annual leave.

An employee on an annual professional leave shall be paid salary at eighty per cent [80%] of his/her regular annual salary rate.

An employee on a Fall Term leave or a Winter Term leave shall be paid salary at ninety per cent [90%] of his/her regular annual salary rate during the leave.

An employee may earn income for work that is in addition to the plan of approved study, providing the total amount of earned income received, including the amount of salary received while on leave [i.e. 80% or 90% dependent on the type of professional leave] does not exceed one hundred and twenty-five per cent [125%] of his/her regular salary. Plans to augment earned income while on leave shall be declared in the applicant's leave proposal. All earned income, in excess of salary earned while on leave [i.e. the 80% or 90%] must be reported by the employee to the employee's dean or director and the Faculty Leave Committee within thirty [30] days of completion of the professional leave.

Full-time tenured employees shall be eligible to apply for a professional leave, and when making such application shall undertake to provide return service upon completion of the leave, for a period of time equal to two [2] times the length of the leave granted. Return service shall include time taken during all forms of paid or partially paid leaves, but it shall not include time taken during a leave without pay. Failure to comply fully with such undertaking by an employee shall result in a proportionate amount of all monies advanced by the Board being repayable to the Board by the employee.



Faculty Leave Committee

Sabbatical

A sabbatical may be granted to an employee to undertake an acceptable plan of appropriate research which will improve the employee's professional competence.

Employees granted a sabbatical shall retain their position and seniority, shall be granted their annual increment of salary, where applicable, and shall receive all benefits.

During an academic year [15 August - 14 August] the Board shall make available no fewer than the equivalent of three [3] annual sabbaticals and two [2] sabbaticals which are for either the Fall Semester or Winter Semester.

A Fall Semester sabbatical is for the period 15 May - 31 December, inclusive of vacation. A Winter Semester sabbatical is for the period 1 January - 14 August, inclusive of vacation. The Faculty Leave Committee may grant annual sabbaticals and Fall Semester or Winter Semester sabbaticals. For the purpose of calculating the number of sabbaticals provided in an academic year, the Fall Semester and Winter Semester sabbaticals shall be counted as one half [1/2] an annual sabbatical.

An employee on an annual sabbatical shall be paid salary at eighty per cent [80%] of his/her regular annual salary rate.

An employee on a Fall Semester or Winter Semester sabbatical shall be paid salary at ninety per cent [90%] of his/her regular annual salary rate during the sabbatical.

An employee may earn income for work that is in addition to the plan of approved research, providing the total amount of earned income received, including the amount of salary received while on sabbatical [i.e. 80% or 90% dependent on the type of sabbatical] does not





exceed one hundred and twenty-five per cent [125%] of his/her regular salary. Plans to augment earned income while on leave shall be declared in the applicant's sabbatical proposal. All earned income, in excess of salary earned while on sabbatical [i.e. the 80% or 90%] must be reported by the employee to the employee's dean or director and the Faculty Leave Committee within thirty [30] days of completion of the sabbatical.

Full-time tenured employees shall be eligible to apply for sabbatical, and when making such application shall undertake to provide return service upon completion of the leave, for a period of time equal to one [1] times the length of the sabbatical granted. Return service shall include time taken during all forms of paid or partially paid leaves, but it shall not include time taken during a leave without pay. Failure to comply fully with such undertaking by an employee shall result in a proportionate amount of all monies advanced by the Board being repayable to the Board by the employee.

Applications for sabbaticals primarily involving course work and/or projects qualifying for credit towards a degree or professional certification are not considered adequate justification for a sabbatical.



Faculty Leave Committee

APPLICATION FORMS AND PROCEDURES

Applicants, chairs/supervisors, deans/directors and peers are required to submit information on approved Faculty Leave Committee forms. Applicants and evaluators are encouraged to submit additional information which may be relevant to the Committee's evaluation of an application.

The following forms are approved by the Faculty Leave Committee:

Faculty Leave Committee Forms	
<i>Professional Leave/Sabbatical</i>	
FLC Form 201	<i>Professional Leave/Sabbatical:</i> Guidelines and Procedures
FLC Form 202	<i>Professional Leave/Sabbatical:</i> Application Form
FLC Form 203	<i>Professional Leave/Sabbatical:</i> Supervisor's Evaluation Form
FLC Form 204	<i>Professional Leave/Sabbatical:</i> Peer Evaluation Form
FLC Form 205	<i>Professional Leave/Sabbatical:</i> Evaluation Form for Academic Areas, Counselling, Library
<i>Four-for-Five Leave</i>	
FLC Form 401	<i>Four-for-Five Leave of Absence:</i> Supervisor's Recommendation
<p>Copies of forms are available from Human Resources, the Office of the Provost and Vice-President, Academic [440-6731] and on P: Forms: Faculty Leave Committee</p>	





The Faculty Leave Committee will consider the following in its deliberations of leave applications:

- quality, clarity and relevance of overall application
- clarity and relevance of outcomes stated in the application
- whether the project may be achieved within stated timelines
- whether the application relates to the applicant's professional responsibilities
- evaluation of chair/supervisor; dean/director; peer; department
- value of the leave to the professional and personal development of the applicant
- value of the leave to the department/program/discipline
- value of the leave to the College

Other factors which may be considered include:

- number of applicants
- quality of application in comparison to others
- seniority of the applicant
- whether the applicant has had previous leaves

Professional leave guidelines and procedures are outlined in FLC Form 201.





Faculty Leave Committee

PROFESSIONAL LEAVE/SABBATICAL SCHEDULE

Activity	Timeline	Responsibility
Deadline for submission of application [FLC Form 202] and supporting documentation to chair/supervisor.	second Friday in October	applicant
Department meeting to review all applications		chair/supervisor
Deadline for submission of all documentation [FLC Forms 201, 202, 203, 204 and 205] to dean/director or designate		chair/supervisor
Following an assessment by the dean/director, all documentation will be returned to the applicant for compilation and photocopying		dean/director chair/supervisor
Deadline for submission of documentation [1copy] to FLC [FLC forms 202; 203; 204; 205]	second Friday in November	chair/supervisor dean/director
Interviews with applicants, supervisor, dean/director and others	November - December	Faculty Leave Committee
Final approval	December 20	Faculty Leave Committee
Progress reports to FLC	mid-leave and end-leave	applicant





GUIDELINES FOR REVIEWING PROFESSIONAL LEAVE APPLICATIONS: ACADEMIC AREAS, COUNSELLING, LIBRARY

Where reference is made to the role of the chair, the role of the dean/director should be assumed where appropriate]

1. The chair/supervisor and all tenured members of the applicant's department--excluding those on professional leave/sabbatical and all leave applicants--are expected to participate in the assessment of the professional leave/sabbatical application. The complete application should be made available to all tenured members of the department for review prior to the review meeting.
2. The chair/supervisor will convene and chair the review meeting[s] after everyone has reviewed the application, but well before the deadline for submission as outlined in the Faculty Leave Committee brochure.
3. The discussion at the review meeting will centre upon the leave application and its relation to the applicant's individual professional development plan and will be guided by criteria established by the Faculty Leave Committee. The following list illustrates those areas which should be included in a review discussion:
 - quality, clarity and relevance of overall application
 - clarity and relevance of outcomes stated in the application
 - whether the project may be achieved within stated timelines
 - whether the application relates to the applicant's professional responsibilities
 - evaluation of chair/supervisor; dean/director; peer; department
 - value of the leave to the professional and personal development of the applicant
 - value of the leave to the department/program/discipline
 - value of the leave to the College



Faculty Leave Committee

Other factors which may be considered include:

- number of applicants
- quality of application in comparison to others
- seniority of the applicant
- whether the applicant has had previous professional leaves/sabbaticals

4. The applicant will be provided with an opportunity to make a presentation at the review meeting to clarify the leave application and to respond to concerns or questions identified by department members.

5. Following the review meeting the chair/supervisor will complete FLC Form 205 and submit the entire application package to the dean/director.





FOUR FOR FIVE LEAVE GUIDELINES AND PROCEDURES

The Four-for-Five Leave Plan involves academic staff employee contributions to a leave fund [fifteen per cent (15%) of gross annual salary] for four years, followed by a leave in the fifth year which is partially a self-funded leave and partially a paid leave. In the fifth year, employees will receive eighty-five per cent [85%] of their gross annual salary. The fifth year is currently deemed to be a year of pensionable service by the Local Authorities Pension Plan. **A detailed statement of the Four-for-Five Leave Plan is available in the Department of Human Resources.**

SCHEDULE FOR FOUR-FOR-FIVE LEAVES

Activity	Deadline	Responsibility
Identification of candidates who may apply in cases of multiple applications [FLC Form 401]	April 1 of year of desired commencement	chair/supervisor; department
Written notice of intent to FLC [FLC Form 401]	April 15 of year of desired commencement	applicant; chair/supervisor
Date of commencement in plan	August 15	Human Resources
Withdrawal from plan	no later than February 1 of fourth year of plan	applicant



Other Leaves

The responsibilities of the Faculty Leave Committee do not include the following:

- leaves of absence with or without pay
- maternity leaves
- physical and mental illness leaves
- leaves for reasons not covered under the terms of reference for the Committee

Applications for such leaves should be addressed to the chair/supervisor, with copies to the dean/director of the appropriate Faculty/School/Centre and the Department of Human Resources.



