

Application for Educational Leave

Deadline: November 15, 2020

Checklist:

In order for an application to be considered by the Educational Leave Committee the following is required:

- A completed application form
- Confirmation that the relevant chair has been informed of the intent to apply
- A completed Comments from the Dean/Principal/University Librarian form attached herewith
- Supporting documentation confirming the proposed programme of study (letters of admission to formal programmes, letters of invitation, enrolment in workshops, etc.)
- A current curriculum vitae including information on your teaching experience
- Letters of support from colleagues where appropriate

Please note: **We have moved to email submission for the first time this year.**

All supporting documents are required and applications will only be accepted by email.

Please compile all your supporting documentation and send it as one single PDF document to leaves.yufa@gmail.com with “Release-Time Teaching Fellowship Application” in the subject line.

Educational Leave
Application Form

Name: _____

Department/Division/School: _____

Faculty/Library: _____

Year Appointed to York Faculty/Library: _____

Telephone: _____

Normal Teaching Load: _____

Program Start Date: _____

Amount of Release Time Requested: _____

Educational Leave Proposal: On a separate page please provide the title, description and rationale for the leave (three pages maximum).

Signature of Applicant

Date

