



Memorandum

TO:	Senate
FROM:	Professors Anthony C. Masi, Provost Professor William Foster, Associate Provost (Policies & Procedures), Chair, Standing Committee on Sabbatic Leaves
SUBJECT:	Annual Report to Senate of the Standing Committee on Sabbatic Leaves and revision of <i>Regulations on Sabbatic Leave for Full-Time Academic and Full-Time Librarian Staff</i>
DATE:	April 11, 2007
DOCUMENT #:	D06-55
FOR:	<input type="checkbox"/> DECISION <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> INFORMATION
ISSUE:	Annual Report to Senate of the Standing Committee on Sabbatic Leaves and revision of <i>Regulations on Sabbatic Leave for Full-Time Academic and Full-Time Librarian Staff</i>
BACKGROUND:	<p>Section 10.1 of the Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff states:</p> <p><i>A Standing Committee on Sabbatic Leaves, composed of two persons named by MAUT, two by the Principal, and the chair selected by the named members, is responsible for reporting annually to Senate on the administration of the present sabbatic regulations.</i></p> <p>In furtherance of its mandate the Standing Committee on Sabbatic Leaves brings to the attention of Senate the following documents which are appended hereto:</p> <ol style="list-style-type: none">1. The Annual Report to Senate 2006-2007 (Appendix A) – for information;2. 2006-2007 Sabbatic Data (Appendix B) – for information;3. The <i>Regulations on Sabbatic Leaves</i> (for Full-time Academic and Librarian Staff) (Appendix C1) (revision of the current <i>Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff</i>); the current version of the <i>Regulations</i> are appended for information (Appendix C2);4. Incidental Amendments to the <i>Regulations on Maternity Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i> and section 1.7 of the <i>Regulations on Extended Maternity and Extended Parental Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i> (Appendix D). <p>The Regulations as currently framed have given rise to a number of concerns. As noted by the Standing Committee in its last annual report to Senate, these concerns were to be addressed by it in the present year. Addressing these concerns has led to the revised regulations now before Senate. The more significant changes proposed are noted in the Annual Report of the Standing Committee on Sabbatic Leaves. While it will be noted to those familiar with the current regulations that they have been extensively revised, many of the amendments do not affect the substance of the current regulations – they are editorial changes which seek greater clarity and uniformity within various provisions; or which sub-divide and re-order sections to make the Regulations more accessible to the reader.</p> <p>In addition, it must be noted that it is proposed to include in the definition of</p>

	<p>“credited service” of up to six months of maternity leave and extended maternity and parental leave (section 2.2(iii)). If this proposal is accepted, it will require an amendment to <i>Regulations on Maternity Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i> and <i>Regulations on Extended Maternity and Extended Parental Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i>. These proposed incidental amendments also meet the (not unreasonable) request to alter the time by which staff members who have taken such leaves must elect to stop their tenure clocks.</p>
<p>MOTION OR RESOLUTION FOR APPROVAL:</p>	<p>Be it resolved that Senate approve, and recommend to the Board of Governors for approval, that:</p> <p>the current <i>Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff</i> be repealed and replaced by the <i>Regulations on Sabbatic Leaves</i> appended hereto as Appendix C1;</p> <p>And be it further resolved that:</p> <p>Section 1.6 of the <i>Regulations on Maternity Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i> and section 1.7 of the <i>Regulations on Extended Maternity and Extended Parental Leave for Full-Time Members of the Academic Staff and the Librarian Staff</i> be amended as proposed in Appendix D appended hereto.</p>
<p>RATIONALE:</p>	<p>See background (above) and the Annual Report of the Standing Committee on Sabbatic Leaves.</p>
<p>PRIOR CONSULTATION:</p>	<p>Standing Committee on Sabbatic Leaves, MAUT, Deans and Director of Libraries, Provost</p>
<p>NEXT STEPS:</p>	<p>Approval by the Board of Governors</p>
<p>APPENDICES:</p>	<p>Appendix A: Annual Report to Senate 2006-2007 Appendix B: 2006-2007 Sabbatic Data Appendix C: Regulations on Sabbatic Leave – FOR APPROVAL Appendix D: Incidental Amendments – FOR APPROVAL</p>

D06-55 APPENDIX A

STANDING COMMITTEE ON SABBATIC LEAVES

ANNUAL REPORT TO SENATE 2006-2007

Mandate of the Standing Committee

Section 10.1 of the Regulations on Sabbatic Leaves states:

A Standing Committee on Sabbatic Leaves, composed of two persons named by MAUT, two by the Principal, and the chair selected by the named members, is responsible for reporting annually to Senate on the administration of the present sabbatic regulations.

Membership

Members of the Standing Committee on Sabbatic Leaves for 2006-2007 were:

For MAUT:

Professor Edith Zorychta, Department of Pathology

Professor Catherine Desbarats, Department of History

For the University:

Professor William Foster, Associate Provost (Policies and Procedures), Chair

Secretary: Diana Dutton, Director, Academic Personnel Office

Activities

Review of 2006-2007 Sabbatic Data: The Standing Committee on Sabbatic Leaves met on March 21, 2007 to review the statistics on sabbatic leaves for 2006-2007. These statistics, broken down by Faculty, are summarized in **Appendix A**. In brief, the Committee would note:

- for 2006-2007 there were 119 applications of which 114 were eligible for consideration. All eligible applications were approved.
- The statistics show a halt in the gradual decline in the number of applications which has been experienced since 2001-2002.

Review of Regulations on Sabbatic Leave: In its last report the Standing Committee on Sabbatic Leaves advised Senate that it would be exploring ways in which to clarify a number of issues which have arisen concerning the administration of the current *Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff*. The review led the Committee to undertake a revision of these Regulations, the product of which process is appended hereto as **Appendix C1**. **Appendix C2** are the *Regulations* last approved in 2005. Since one of the recommended changes require an amendment to the *Regulations on Maternity Leave for Full-Time Members of the Academic Staff and the Librarian Staff* and the *Regulations on Extended Maternity and Extended Parental Leave for Full-Time Members of the Academic Staff and the Librarian Staff*, these incidental amendments are presented in **Appendix D**.

The more significant changes proposed by the Standing Committee, in order of appearance, are:

1. The introduction of definitions for certain basic terms – namely “staff member”, “credited service” and “chair” (see **2. Definitions**).
2. The inclusion in the definition of “credited service” (see **section 2.2(iii)**) of up to six months of maternity leave and extended maternity and parental leave given that up to six months of short-term disability leave qualify as credited service.
3. The recognition of up to two years of pre-McGill university service as “credited service” for *all* recruits who come to the institution from an academic appointment at another University (**section 2.2(ii)**). This is to ensure that all new hires are treated uniformly and equitably. (At present there is evident a lack of uniformity amongst departments and faculties with respect to the crediting of applicants’ pre-McGill service. The counting of such service appears to depend mainly on whether a new hire had the foresight (and good fortune) to raise the issue during their pre-appointment negotiations. It may be noted that the differential treatment of new hires has led to considerable unhappiness on the part of those applicants who received no, or less, credit for their pre-McGill service than did colleagues).
4. The provision of clear eligibility criteria for sabbatic leaves (**section 3.1**) which section introduces a component of satisfactory performance (**section 3.1(v)**). (The current Regulations are unclear as to whether it is appropriate for those involved in the sabbatic approval process to consider the level of an applicant’s performance of his or her academic duties during the six year qualifying period.)
5. The introduction of uniform commencement dates for sabbatic leaves (**section 4.4**) especially to ensure that leaves do not overlap more than one fall and winter semester (in the case of 12 month leaves), or both the fall and the winter semesters (in the case of a 6 month leave). Allowance is made for exceptions as the specified dates are those on which leaves would “normally commence”.
6. The recognition of “professional development leave” (**section 4.4 & 4.5**) on which issue the current Regulations are silent. (Staff, with the consent of their chair, dean or Director of Libraries, may wish to take advantage of opportunities that present themselves to enhance knowledge of their discipline, profession or professional practice in order to improve the performance of their academic duties.)
7. The signaling of the basic elements of a “sabbatic plan” (**section 5.2.1**) which is a critical component of an application. (This provision essentially reflects the current practice.)
8. The listing of the documents that must accompany an application (**section 5.3.1**). (This provision again essentially reflects current practice.)
9. More clearly signaling the basis for the granting of sabbatic leaves (**section 6.1**).
10. The provision, for successful applicants, to request a deferral of a sabbatic once granted (**section 7.2**). (Another issue on which the current Regulations are silent.)
11. The introduction of a provision dealing with the determination of leave for staff members who accept to serve as senior academic administrators (**section 11**) – the matter of leave (whether sabbatic or administrative) is left to be negotiated by the staff member and the Provost (or the Principal in the appropriate case) at the time of appointment.

Plan for 2007-2008

The revised regulations maintain the existence of the Standing Committee on Sabbatic Leaves. For the forthcoming year it is the intention of the Standing Committee to monitor the administration of the revised *Regulations on Sabbatic Leave* (assuming they are approved by Senate and the Board of Governors) and to report back on their operation at this time next year.

D06-55 APPENDIX B: SABBATICAL LEAVES REPORT

	2000-2001		2001-2002		2002-2003		2003-2004		2004-2005		2005-2006		2006-2007	
	Applied	Granted	Applied	Granted	Applied	Granted	Applied	Granted	Applied	Granted	Applied	Granted	Applied	Granted
Agric. & Environ. Sc.	6	6	11	11	10	10	4	4	7	7	5	5	8	8
Arts	32	29	33	32	35	33	28	27	23	21	22	20	27	26
Dentistry	-	-	-	-	-	-	-	-	2	2	-	-	-	-
Education	9	9	6	6	9	9	6	6	5	5	3	3	11	9
Engineering	9	9	10	9	7	7	13	13	11	11	11	11	13	13
Law	3	3	4	4	4	3	7	7	4	4	4	4	4	3
Libraries	4	4	4	3	3	3	-	-	-	-	2	2	1	1
Management	3	3	5	5	3	3	7	6	8	8	7	7	7	7
Medicine	15	15	11	10	14	14	13	13	14	14	10	10	20	19
Music	3	3	6	5	4	4	3	3	5	4	6	6	5	5
Religious Studies	2	2	3	3	1	1	4	3	1	1	3	3	-	-
Science	28	28	20	20	21	20	17	17	21	21	19	18	23	23
Total	114	111	113	108	111	107	102	99	101	98	92	89	119	114
Premature Applications	2	-	2	-	3	-	1	-	2	-	2	-	5	-
Total (Eligible) & Granted	(112)	111	(111)	108	(108)	107	(101)	99	(99)	98	(90)	89	(114)	114
Success Rate	99%		97%		99%		98%		99%		99%		100%	
Denied	1		3		1		2		1		1		-	

Additional Information 2006 - 2007 :

- i) Deferred - leaves granted but deferred - 13
- ii) Split Leaves - two 6 months leaves - 18
- iii) Withdrawn applications - 1

D06-55 APPENDIX C1

REGULATIONS ON SABBATIC LEAVES (FOR FULL-TIME ACADEMIC AND LIBRARIAN STAFF)

1. PREAMBLE

1. Sabbatic leave is an extended period of paid leave for the pursuit of academic work or scholarship intended to enrich the intellectual life of the University. Through sabbatic leave the University provides members of the academic and librarian staff with an opportunity to enhance their ability to contribute to the research and teaching activities of the University.

During sabbatic leave, the requirement of Staff Members' availability for normal academic duties at the University as defined in the "*Regulations Relating to the Employment of Academic Staff*" and the "*Regulations Relating to the Employment of Librarian Staff*" is waived. However, the release from academic duties requires Staff Members to devote time to scholarly inquiry and writing, and/or the improvement of professional skills. Sabbatic leave may also be used by Staff Members to:

- (i) obtain a fresh perspective on an old problem;
- (ii) begin a new and promising line of research and scholarly activity; or
- (iii) enhance their knowledge of their subject, discipline, profession or professional practice in order to improve the performance of their academic duties.

2. DEFINITIONS

- 2.1 "Advisor" means an advisor as defined in the *Regulations Relating to the Employment of Academic Staff* or the *Regulations Relating to the Employment of Librarian*.

- 2.2 "Chair" means the Chair or director of the academic unit to which a Staff Member is appointed.

- 2.3 "Credited Service" includes:

- (i) years of tenured and tenure-track service at the University;
- (ii) two (2) years' service in a tenured or tenure-track or equivalent academic or librarian position at another university or universities provided such service did not lead to a sabbatical or equivalent leave at another university;
- (iii) up to six (6) months of maternity or extended maternity or extended parental leave; and
- (iv) up to six (6) months of short-term disability leave.

- 2.3.1 Except as provided in section 7.1, extra years served prior to a previous sabbatic leave shall not count as Credited Service for a subsequent sabbatic leave.

- 2.3.2 The period of any leave of absence or long-term disability leave shall not count as Credited Service for sabbatic leave consideration.

- 2.4 "Staff Member" means a full-time member of the academic or librarian staff.

3. ELIGIBILITY

- 3.1 To be eligible for sabbatical leave a Staff Member must:

- (i) be tenured;
- (ii) have accumulated, prior to the commencement of a sabbatic leave, six (6) years of Credited Service from the date (a) of his or her appointment, or (b) following his or her return from a previous sabbatic leave;
- (iii) where appropriate, have filed a Sabbatic Leave Report;
- (iv) have complied with the requirements of sections 5.1 through 5.3.1; and
- (v) over the six (6) years immediately preceding his or her application for sabbatic leave, have satisfactorily discharged his or her academic duties as they are defined in the *Regulations Relating to the Employment of Academic Staff* or the *Regulations Relating to the Employment of Librarian Staff*.

4. LENGTH OF SABBATIC LEAVES

- 4.1 Sabbatic leaves are normally granted for periods of either:

- (i) twelve months which period shall normally commence either on January 1 or September 1; or
- (ii) two (2) six (6) months in different academic years which periods shall normally commence either on January 1 or July 1.

- 4.2 For a Staff Member granted two six(6)-month sabbatic leaves, the periods of Credited Service for the next sabbatic leave shall begin six (6) months following the termination of the first six(6)-month leave.

- 4.3 If sabbatic leave is granted for less than a total of twelve (12) months the remaining months shall not be added to a future sabbatic leave.

Professional Development Leave

- 4.4 Notwithstanding section 4.1, professional development leave for periods of less than six (6) months may be granted a staff member by his or her chair, dean or the Director of Libraries.
- 4.5 Where, during the six (6) years immediately preceding a sabbatical leave application, a Staff Member has been granted one or more professional development leaves which exceed in total twenty five (25) working days, the period of the professional development leave shall be deducted from the period of sabbatical leave for which the Staff Member may apply.

5. SABBATIC LEAVE APPLICATIONS

- 5.1 A Staff Member shall apply for a sabbatic leave on the Sabbatic Leave Application Form approved by the Standing Committee on Sabbatic Leaves and available from the Office of the Provost.
- 5.1.1 A Staff Member who wishes to take two six(6)-month sabbatic leaves in non-consecutive academic years shall submit a separate application for each leave.
- 5.2 A Staff Member shall provide a concise sabbatic plan that clearly establishes that the leave will be used for activities that conform to the purpose of sabbatic leaves as set out in section 1.
- 5.2.1 In particular the sabbatic plan shall address:
- (i) the academic goals or objectives of the work planned for the sabbatic leave;
 - (ii) the completed preparatory work for the work planned for the sabbatic leave, if any;
 - (iii) how the academic goals and objectives are to be achieved during the sabbatic leave;
 - (iv) the significance of the work planned and its relevance to the Staff Member's academic duties, his or her academic unit, and/or the University;
 - (v) the anticipated outcomes of the proposed sabbatic leave.
- 5.3.1 By October 1 the Staff Member shall forward to his or her Chair, dean of a faculty without departments or the Director of Libraries, as appropriate, a duly completed Sabbatic Leave Application Form for the following academic year together with:
- (i) a current curriculum vitae;
 - (ii) a list of publications, if not included in the curriculum vitae;
 - (iii) a statement of the location(s) at which the sabbatic leave is to be taken;
 - (iv) letter(s) of invitation from the institution(s) the Staff Member plans to visit, if appropriate; and
 - (iv) a copy of the report submitted following the preceding sabbatic leave, if appropriate.
- 5.3.2 By October 20 the Chair shall forward the application, along with his or her recommendation supported by substantive written reasons, to the dean of the faculty.
- If a deferment or denial of the application is to be recommended, the Chair shall first consult with the Staff Member.
- 5.3.3 By November 15 the dean of the faculty or the Director of Libraries shall forward the application, together with his or her recommendation supported by substantive written reasons, to the Provost.
- If a deferment or denial of the Staff Member's application is to be recommended, the dean of the faculty or the Director of Libraries shall first consult with the Chair, where appropriate, and the Staff Member.
- 5.4 Where a Staff Member is appointed in more than one department or faculty without departments, the application for sabbatic leave shall be submitted by the Staff Member to all relevant Chairs and forwarded to the appropriate dean or deans and, where appropriate, the Director of Libraries who shall comply with the requirements of sections 5.3.1 to 5.3.3.
- 5.5.1 The Provost and the Vice-Principal (Research and International Relations) or delegate, shall give careful consideration to each application according to the criteria set out in these regulations.
- 5.5.2 By January 7 of the year following submission of an application the Provost and Vice-Principal (Research and International Relations) or delegate shall notify the Staff Member if they are tending to a negative decision

with respect to that Staff Member's application, so that additional consultations may occur with the Staff Member, his or her Chair and dean, or the Director of Libraries, as appropriate.

5.5.3 By January 31 of the year following submission of the application the Provost and Vice-Principal (Research and International Relations) or delegate shall notify the Staff Member of their final decision.

5.5.4 In the case of a negative decision the Provost and Vice-Principal (Research and International Relations) or delegate shall provide substantive written reasons consistent with these regulations.

5.6 A Staff Member consulted in accordance with sections 5.3.2, 5.3.3 and 5.5.2 shall have the right to be accompanied by an Advisor.

6. BASIS FOR GRANTING SABBATIC LEAVES

6.1 Sabbatic leaves are granted on a discretionary basis in accordance with the academic objectives and financial exigencies of the University to Staff Members who have

- (i) met the criteria of eligibility in section 3.1; and
- (ii) complied with the requirements of section 5.3.1.

6.2 The sabbatic leave schedule for an academic unit shall protect its undergraduate and graduate teaching programs and its graduate and postdoctoral supervision practices.

The schedule shall provide for an equitable distribution of academic duties amongst other staff in the unit to replace the normal activities of Staff Members on sabbatic leave.

Each Staff Member's application shall be evaluated in such a framework and Staff Members shall cooperate in the process.

6.3 Notwithstanding section 6.1, after six (6) years of Credited Service a sabbatic leave shall not normally be deferred or denied unless:

- (i) a Staff Member has not fulfilled one or more of the requirements of sections 3.1 and 5.3.1; or
- (ii) the teaching, research, or service function of the Staff Member's unit will be severely disrupted by the proposed leave.

7. DEFERMENT OF SABBATIC LEAVE

7.1 In the event that a Staff Member who has met the requirements of sections 3.1 and 5.3.1, is requested to defer a sabbatic leave because:

- (i) the teaching, research, or service function of the Staff Member's academic or library unit will be severely disrupted;
- (ii) the Chair and/or dean, or Director of Libraries, have failed to provide an adequate sabbatical leave schedule for the unit; or
- (iii) of financial or other administrative reasons;

the period of the deferral shall be counted as Credited Service towards the next sabbatic leave and the deferral shall be accompanied by a written commitment for sabbatic leave at a future specified time.

7.2 A Staff Member, once granted sabbatic leave, may request a deferral of that leave only if the Staff Member gives his or her Chair and dean, or the Director of Libraries, as appropriate, three (3) months notice of the Staff Member's wish to defer prior to the commencement of the leave.

Only in truly exceptional circumstances will a deferral request be considered with shorter notice.

7.3 Subject to section 7.2, short or long term disability leave taken by a Staff Member during the period of a sabbatic leave shall not give rise to a right to an extension, deferral or postponement of the sabbatic leave.

8. PAYMENT

8.1 The University shall pay to Staff Members on sabbatic leave their full salary as well as the University's normal share of fringe benefits.

8.2 A Staff Member on sabbatic leave shall be eligible for all annual salary increments.

8.3 To the extent that income tax regulations allow, a Staff Member may request that a portion of his or her salary be made available as a research grant during the period of sabbatic leave. In this case the Staff Member shall provide the University with a description of the research project and activities to be funded by the research grant.

It is understood that the University makes no representation as to the legitimacy of any deductions that the Staff Member may seek to claim as expenses in carrying out the work, and it is entirely the Staff Member's responsibility to comply with all applicable income tax requirements in respect of any such deductions.

9. OBLIGATIONS ON COMPLETION OF SABBATIC LEAVES

9.1 Subject to section 9.1.1, a Staff Member, on applying for sabbatic leave, shall give a signed statement accepting his or her obligation to return to the University following the sabbatic leave and agreeing to serve the University for a period of one academic year.

9.1.1 In the case of six-month sabbaticals, the corresponding period of service shall be a minimum of six months which shall encompass at least one full academic term.

9.2 Within six months of return from sabbatic leave, the Staff Member shall submit to his or her Chair, dean of a faculty without departments or the Director of Libraries, as appropriate, and the Provost a Sabbatic Leave Report. This report shall describe the sabbatic experience in terms of its fulfillment of the sabbatic leave plan.

If two six-month leaves are taken in non-consecutive academic years, the Staff Member shall submit a report following each six-month sabbatic leave.

10. SUPPORT FOR SMALL FACULTIES AND FOR UNIVERSITY LIBRARIES

10.1 The University shall provide an appropriate sabbatic leave replacement fund of not less than \$100,000 per annum to assist libraries and small faculties.

This fund will be administered by the Provost.

11. STANDING COMMITTEE ON SABBATIC LEAVES

11.1 A Standing Committee on Sabbatic Leaves, composed of two persons named by the McGill Association of University Teachers and two named by the Principal, with a Chair selected by the named members, is responsible for reporting annually to Senate on the administration of the present regulations.

12. LEAVES FOR ACADEMIC ADMINISTRATORS

12.1 Notwithstanding any other provisions of these regulations, a Staff Member who accepts to serve as a senior academic administrator shall, at the time of appointment, determine with the Provost or, where appropriate, the Principal, his or her entitlement to leave.

13. Applicability of Other University Regulations

13.1 Except as provided in section 1, Staff Members on sabbatic leave are subject to, and shall comply with all University regulations, policies and guidelines as may exist from time to time.

Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff

1 Purpose of sabbatic leaves

- 1.1 A sabbatic leave is an extended period of academic work or scholarship intended to enrich the intellectual life of the University. Through the sabbatic leave policy, the University provides members of the academic and librarian staff with an opportunity to enhance their ability to contribute to the research and teaching activities of the University. During the sabbatic leave, the requirement of availability for normal academic duties at the University as defined in the "Regulations Relating the the Employment of Academic Staff" and the "Regulations Relating to the Employment of Librarian Staff" is waived. The release from academic duties requires the sabbaticant to devote time to scholarly inquiry and writing, and/or the improvement of professional skills.

The sabbatical leave may also be used to obtain a fresh perspective on an old problem, to begin a new and promising line of research and scholarly activity, or to enhance the staff member's knowledge of his or her subject or discipline in order to improve his or her teaching.

2 Eligibility for sabbatic leave

- 2.1 "Staff member" in these regulations means a full-time tenured or tenure-track member of the University academic or librarian staff. Years of tenure-track service count towards sabbatical consideration; however, only tenured staff shall be granted sabbatical leave.
- 2.2 Staff members may apply for sabbatic leave during or after the sixth year of credited service from date of appointment or following the return from a previously granted sabbatic leave.
- 2.3 Unless otherwise provided for in a regulation included in the *Handbook of Regulations and Policies for Academic and Librarian Staff*, the period of any leave of absence or maternity, parental, or extended maternity or parental leave shall not count as years of credited service for sabbatic leave consideration. The period of short-term disability shall be counted as credited service for sabbatic leave consideration while the period of long-term disability shall not be counted as credited service.

[The booklet is no longer printed in hard copy except for the "Regulations Relating to the Employment of Academic Staff" and the "Regulations Relating to the Employment of Librarian Staff". For the current Handbook of Regulations and Policies for Academic and Librarian Staff please refer to the Secretariat website, www.mcgill.ca/secretariat]

- 2.4 Up to two years' service in a tenured or tenure-track or equivalent academic position at another university or at other universities is counted towards the eligibility requirement of at least six years' credited service.
- 2.5 Extra years served prior to a previous sabbatic leave shall not count as years of credited service for sabbatic leave except as noted in Article 5.6.

3 Length of sabbatic leaves

- 3.1 Sabbatic leaves are normally granted for a twelve-month period. Sabbatic leaves may, however, be granted for six-month periods in different academic years. For six-month sabbatical leaves taken in non-consecutive academic years, a separate application must be submitted for each leave. For staff members granted two six-month sabbatic leaves, the years of credited service for the next sabbatic leave shall begin twelve months from the start of the first six-month leave. If sabbatic leave is granted for less than a total of twelve months the remaining months will not be added to a future sabbatic leave.

4 Procedure for applying for sabbatic leave

- 4.1 Staff members shall apply for a sabbatic leave by completing a Sabbatic Leave Application Form designed in consultation with the Standing Committee on Sabbatic Leaves and available from the Office of the Provost. This Sabbatic Leave Application Form shall call for a sabbatical plan. The sabbatical plan shall propose activities that conform to the purpose of sabbatic leaves as outlined in Article 1.1.
- 4.2 The staff member shall forward an application for sabbatic leave for the following academic year to the departmental chair or administrative librarian by October 1. The chair or administrative librarian, having consulted with the applicant if necessary, shall forward the application, along with his or her recommendation, to the dean of the faculty or the Director of Libraries by October 20. The dean of the faculty or the Director of Libraries, having consulted with the chair or administrative librarian if necessary, shall forward the application, along with his or her recommendation, to the Provost by November 15. In cases where a staff member is appointed in more than one department, the application for sabbatic leave shall be submitted to all relevant chairs and forwarded to the appropriate dean or deans.
- 4.3 The Provost and the Vice-Principal (Research), and, in the case of librarians, the Vice-Principal (Information Systems and Technology), will give careful consideration to each application according to the criteria set out in these regulations. The Provost and vice-principals will undertake to notify all persons concerned by January 7 of the year following submission of the application if they are tending to a negative decision, so that thorough additional consultations may occur. The vice-principals shall notify all applicants of their final decision by January 31.

5 Basis for granting sabbatic leaves

- 5.1 Sabbatic leaves are granted on a discretionary basis in accordance with the academic objectives and financial exigencies of the University.
- 5.2 The sabbatic leave schedule for an academic unit must protect its undergraduate and graduate teaching programs as well as its graduate and postdoctoral supervision practices and provide for an equitable distribution of academic duties to replace the normal activities of staff on sabbatic leave. It is understood that each application must be evaluated in such a framework and that the applicant has a responsibility to cooperate in the process.
- 5.3 It is, nevertheless, understood that after six years of credited service a sabbatic leave will not be withheld unless one or more of the requirements of Articles 1.1 through 5.2 of these regulations is not met, or unless the teaching, research, or service function of the applicant's academic unit will be severely disrupted by the proposed leave in a given year.
- 5.4 A sabbatic leave may not be denied for an indefinite period simply because the chair and/or dean or the administrative librarian and/or Director of Libraries have failed to provide an adequate schedule. In such cases, deferral and rescheduling are the proper remedies. Normally, a firm commitment for sabbatic leave in a specified future year shall be given.
- 5.5 In the case of a negative recommendation, substantive written reasons shall be provided by the vice-principals, and should be seen to follow from the present regulations.
- 5.6 If sabbatic leave is delayed by written notification from the dean of the faculty or the Director of Libraries or the vice-principals for financial or administrative reasons, including inability to replace the staff member in any of his or her academic duties, the period of deferral shall be counted as service towards the next sabbatic leave.

6 Payment

- 6.1 The University shall pay full salary to sabbaticants as well as its normal share of fringe benefits.
- 6.2 To the extent that income tax regulations allow, the staff member may request that a portion of his or her salary be made available as a research grant. In this case the staff member shall provide the University with a description of the research project and activities to be funded by the research grant. It is understood that the University makes no representation as to the legitimacy of any deductions that the sabbaticant may seek to claim as expenses in carrying out the work, and it is entirely the sabbaticant's responsibility to comply with all applicable income tax requirements in respect of any such deductions.

6.3 Sabbaticants are eligible for all annual salary increments.

7 Applicability of University regulations pertaining to research

7.1 The “Regulations on Consulting and Similar Activities by Academic and Librarian Staff”, “Regulations Governing Conflicts of Interest in Proprietary Research”, “Regulations on Research Policy”, and “Policy on Intellectual Property” shall apply to staff members on sabbatic leave.

7.2 Illness, maternity leave, parental leave, or extended maternity or parental leave during a sabbatical leave shall not result in cancellation of all or part of the leave.

8 Return from sabbatic leave

8.1 Staff members, on applying for sabbatic leave, shall give a signed statement accepting their obligation to return to the University following the sabbatic leave and agreeing to serve the University for a period of one academic year. In the case of six-month sabbaticals, the corresponding period of service shall be a minimum of six months which shall encompass at least one full academic term.

8.2 Within six weeks of return from sabbatic leave, the staff member shall submit to the Provost a Sabbatic Leave Report. This report shall describe the sabbatic experience in terms of its fulfillment of the sabbatic leave plan. If two six-month leaves are taken in non-consecutive academic years, the staff member shall submit a report following each sabbatic leave.

9 Support for small faculties and for University Libraries

9.1 The University will provide an appropriate sabbatic leave replacement fund of not less than \$100,000 per annum to assist libraries and small faculties. This fund will be administered by the Provost.

10 Standing Committee on Sabbatic Leaves

10.1 A Standing Committee on Sabbatic Leaves, composed of two persons named by MAUT, two by the Principal, and the chair selected by the named members, is responsible for reporting annually to Senate on the administration of the present regulations.

11 Sabbatic leaves and tenure consideration

11.1 All sabbatic leaves count as years of service for tenure consideration.

[Note: Article 11 was moved from the former “Policy Concerning Sabbatic Leaves, Leaves of Absence, and Tenure Consideration” and added as per a resolution at the Board of Governors’ meeting May 26, 2003, minute 8.]

Regulations on Sabbatic Leaves for Full-Time Academic and Full-Time Librarian Staff

Source:

Senate	October 12, 1988	Minute 24
Board of Governors	February 20, 1989	Minute 6553

Amendments:

Board of Governors	November 19, 1990	Minute 7765
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Executive Committee	June 21, 1993	Minute 8202
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Senate	March 8, 1995	Minute 86
Board of Governors	March 27, 1995	Minute 8228

Senate	January 31, 2001	Minute 3
Board of Governors	May 30, 2001	Minute 11

Senate	April 4, 2001	Minute 2
Board of Governors	April 17, 2001	Minute 12

Senate	May 15, 2002	Minute 7
Board of Governors	May 27, 2002	Minute 4
Senate	May 14, 2003	Minute 6
Board of Governors	May 26, 2003	Minute 8
Senate	May 25, 2005	Minute 11
Executive Committee	June 20, 2005	Minute 6

D06-55 APPENDIX D

INCIDENTAL AMENDMENTS

Regulations on Maternity Leave for Full-Time Members of the Academic Staff and the Librarian Staff

- 1.6** ~~Upon return from maternity leave the staff member shall notify the Provost, in writing, whether she wishes the period of the maternity leave to be counted as credited service for the purpose of tenure consideration. Notwithstanding, the period of maternity leave shall not count as credited service for the purpose of sabbatic leave consideration. A staff member who has taken maternity leave(s) shall, no later than April 15 immediately preceding the year of consideration in which the staff member would normally be subject to mandatory tenure consideration, notify the Provost in writing whether she wishes the period of the leave(s) to be counted as credited service for the purpose of such consideration.~~

Regulations on Extended Maternity and Extended Parental Leave for Full-Time Members of the Academic Staff and the Librarian Staff

- 1.7** ~~On return from extended maternity or extended parental leave, the staff member shall notify the Provost, in writing, whether he or she wishes the extension of his or her leave to be counted as credited service for the purposes of tenure consideration. The extension shall not count as credited service for sabbatic leave consideration. A staff member who has taken extended maternity leave(s) or extended parental leave(s) shall, no later than April 15 immediately preceding the year of consideration in which the staff member would normally be subject to mandatory tenure consideration, notify the Provost in writing whether she or he wishes the period of the leave(s) to be counted as credited service for the purpose of such consideration.~~