1. **Application**
   - Submit the application with supporting materials electronically to the Office of Research and Academic Affairs (ORAA).
     - Sample support documents such as (but not limited to): letters, images, bibliography.
   - Notify your School Chair of your application. ORAA will print the application form for original signatures.

2. **Deadline**
   - September 15th of the academic year preceding the proposed sabbatical leave period.
   - If the deadline falls on a weekend, the application will be accepted on the following business day.

3. **Eligibility and Conditions**
   - Refer to the ACAD/ACADFA Collective Agreement Article 16 for eligibility and conditions of sabbatical leaves.

4. **Adjudication**
   - The Faculty Professional Affairs Committee (FPAC) reviews and recommends sabbatical applications using the ranking matrix attached to the application form.
   - FPAC recommendations are sent to the Vice President-Academic. Applicants will be notified of the decision regarding their application, which will be recommended by the Vice President-Academic for approval by the President + CEO, by December 1st.

5. **Sabbatical Report**
   - Within two months after return from sabbatical leave, the faculty member must submit a 500-1000 word written report plus relevant support materials to the Office of the President.