



VIUFA Professional Development (Assisted) Leaves

In order to maintain excellence of instruction and educational service at VIU, it is recognized that there is a need for faculty to have the opportunity to participate in and pursue activities related to professional development. The [VIUFA Leave Committee](#) administers the funding of these endeavours.

Next Application Deadline

1pm on the last business day in May

Terms of Reference

[VIUFA Collective Agreement](#): Article 12.4 Assisted Leave; Article 12.15 General Leave

Funding Amounts

Assisted Leaves: Equivalent of eight and one-half (8 1/2) full-time leaves at 70% of current salary. [Article 12.3.1c]

Eligibility

Regular VIUFA faculty with at least three FTE years of seniority. [Article 12.4.9a]

Types of Leaves

Activities which shall be of professional benefit to the faculty member and which shall increase his/her potential contribution to Vancouver Island University. [Article 12.4.9d (i to iv)]

Application Process

Eligible faculty must submit a Letter of Intent to Human Resources and their applicable Dean by 1pm on the last business day in May of the academic year prior to that in which the proposed leave is to commence. [Article 12.4.9b]

Application

Eligible faculty who have submitted a Letter of Intent by the deadline will be sent an official application form and guidelines for completion via e-mail (only).

Completed applications (electronic and one hardcopy) must be submitted to the Chair of the VIUFA Leave Committee, c/o [Lyn Locke](#) after August 15 and **before** September 15 of the academic year prior to that in which the proposed leave shall commence. [Article 12.4.9c]
Normally, applications must be received by 4:00pm on September 14. If September 15 falls on a Sunday, applications must be received by the following Monday.

Accountability Required From Successful Applicants

Assisted Leaves: A report summarizing the professional development that has been accomplished while on the leave is to be submitted in the first semester after returning from the leave. Failure to fulfill this requirement will result in the faculty member being ineligible for future assisted leaves. [Article 12.4.8]

Reports may be completed using the [VIUFA Assisted Leave Report Template](#) and submitted electronically to the Chair of the VIUFA Leave Committee, c/o [Lyn Locke](#). Upon receipt, reports will be circulated to the VIU President, VIUFA President, VIU Board, VIUFA Leave Committee Members and the applicable Dean.

For Questions or Concerns

Please contact [Deborah Matheson](#), [Lyn Locke](#), or any member of the [Committee](#).