The Department of Paediatrics requires an active and effective academic leave policy to maintain and enhance its contributions to the scholarly activities of the University of Toronto and the Hospital for Sick Children, an Academic Health Sciences Centre. The acquisition of new knowledge from outside sources is an integral component of knowledge-based institutions.

**PRINCIPLES:**

Academic leave is:
- a privilege
- awarded based on the merits of the proposal and demonstrated accomplishments of the applicant
- a non-financial benefit
- based on department resources

**ELIGIBILITY:**

- Identifiable, significant, and continuous contributions that have directly or indirectly assisted the Department in achieving its academic goals. Required documentation will include either the academic rank of Associate Professor / Professor, or significant progression along his/her job activity profile.
- Minimum of 6 years service as a full time faculty member.
- Minimum of 6 years since the completion of his/her last academic leave.

**ACADEMIC LEAVE:**

- Duration ≤ 1 year.
- Personal financial compensation will be 100% of base salary for leaves of 6 months or less and 82% of base salary for leaves of one year for the year in which the academic leave commences.
- Physicians who are on academic leave will not be eligible for the annual bonus. They will be expected to complete annual goals and objectives for the year following their academic leave and submit the goals within one month of return from academic leave.
- Individuals on academic leave must, on a full time basis, pursue scholarly (administrative, clinical, educational or research) activities that enhance their own and the Department’s academic potential, and are of benefit to the health of children in the short or long term.
GUIDELINES FOR APPLICATION AND REQUIRED DOCUMENTS:

- Descriptions of scholarly activities during the proposed academic leave (maximum 2 pages; Font size 12; single spaced; 1 inch margins). Indicate the benefit to the Department’s and your personal goals.
- Letter of acceptance from the hosting individual or institution. If a degree/certification course is proposed, acceptance should be forwarded once available.
- Letter from the Departmental Division Head confirming and specifically outlining the coverage during the academic leave of the individual’s present clinical, educational, and administrative activities. The Division Head must indicate if additional FTE support is required to provide this coverage. Provisional approval of an academic leave may be contingent upon appropriate support becoming available at a later date. In addition, the Division Head will provide a general plan for the academic leave including purpose and potential significance along with a statement indicating how the leave will improve the faculty’s ability to meet his/her goals, the goals of the division and goals of the department.
- Letter from the Research Institute Programme Head supporting the individual’s academic leave and their strategies to maintain their University of Toronto-based research activities. This requirement is only applicable to applicants with associate scientist, scientist, or senior scientist status (or their equivalent) in the Research Institute.
- Project directors must explain how their research commitments will be met in their absence to the satisfaction of the Division Head.
- Completed application to an outside funding agency\(^1\) for partial salary support to assist in potential departmental salary cost recovery for the academic leave (a successful application will not necessarily be required for an academic leave).
- Written confirmation indicating a commitment to the Department for a minimum of 12 months after completion of the academic leave.
- Updated CV according to University of Toronto guidelines (hard copy and electronic file)
- Applications for the upcoming academic year (July 1 - June 30) must be submitted to the Chief of Paediatrics before September 7\(^{th}\). Decisions will be made on these applications by September 30\(^{th}\) of the year preceding the academic leave. Applicants requiring a longer interval in which to make arrangements upon acceptance may submit for the early deadline (January 15\(^{th}\) of the preceding year). It is recognized that in some circumstances the dates of a proposed academic leave can not exactly match those of the academic year. This will be considered on a case-by-case basis.
- Applicant’s last six annual reviews and the last two triennial reviews.

PROCESS FOR ASSESSMENT AND APPROVAL OF APPLICATIONS:

The Academic Leave Committee\(^2\) will assess the merit of all applications and make recommendations to the Chief of Paediatrics regarding their acceptability and relative priority. Factors which will, in part, determine the relative priority of applications are the:

- potential to enhance the applicant’s and the Department’s academic potential.
- applicant’s previous and present scholarly contributions.

\(^1\) A list of potential funding sources is available through the Faculty of Medicine Research Office Web Site (http://www.medresearch.utoronto.ca/fmro_funding_identify.html). A small number of additional potential sources are distributed with the submission package

\(^2\) Please see page 4
• resource implications.

Final Departmental approval will be granted by the Chief of Paediatrics upon consideration of the recommendations of the committee and the resources that are available to support academic leaves. The Chief will then submit a request for approval of academic leaves from the Dean.

ACCOUNTABILITY UPON RETURN FROM ACADEMIC LEAVE:

A check list will be maintained by the Academic Leave Committee Chair. To close the file and become eligible for any subsequent academic leave, the following will be required:

• **Accountability to the Department:** A final report (maximum 2 pages), outlining the scholarly benefits (Administrative, Clinical, Educational, Research) gained during the academic leave, must be submitted\(^3\) by the applicant to the Chair of the Academic Leave Committee within 2 months of returning from the academic leave. This should clearly outline the original scholarly objectives, with an assessment of whether these objectives had been met. A hard copy of the template will be distributed with the application package and an electronic version is available on the Department of Paediatrics web page. The report will be circulated to the Academic Leave Committee for review prior to submission to the Chief of Paediatrics, with a copy to the Division Head. If the report is not received by the deadline, the Chair of the Academic Leave Committee will request it directly (twice only, then through the Division Chief, followed by the Chief of Pediatrics).

• **Accountability to the Division:** Presentation of the scholarly benefits derived from the academic leave will be given at a Divisional Round, or other suitable Divisional activity, during the subsequent academic year. This presentation is in recognition of the contribution of Divisional colleagues towards making the academic leave possible. Confirmation of this presentation will be solicited from the Division Head.

\(^3\) Required by University of Toronto sabbatical guidelines.
DEPARTMENT OF PAEDIATRICS
ACADEMIC LEAVE COMMITTEE

MEMBERSHIP:

- Physician members of the Department of Paediatrics Executive Committee.

CHAIR:

The committee will be chaired, on an alternating 4-yearly basis, by representatives of the Associate Chairs of Education, Research, and Clinical.

The Chair will maintain a file for each successful application and will close the file upon receipt of the required report and acknowledgement of a Divisional presentation.

FREQUENCY OF MEETINGS:

The committee will meet twice during the calendar year; to review applications, once between August 31 and September 30 and once between February 16 and April 7. Applications for academic leaves will not be considered at other times.

In addition, the Academic Leave Committee will meet yearly to review the Academic Leave Process and Policy. Any recommendations should be forwarded to the Chief of Paediatrics.