
Application for Paid Educational Leave (2024/2025)

**Please read the following carefully in order to understand
how to complete your application for a Paid Educational Leave.**

All PEL applications will be adjudicated based on “Merit plus Seniority”. The PEL process is covered in Article 10.4 of the current Collective Agreement. The collective agreement can be found on the CFA website at: <http://capilanofaculty.ca/collective-agreement> Scroll down to find the section about Paid Educational Leaves.

PEL Application Documents

- Document 1 - Complete page 2 of this form
 - Document 2 - Attach your Project Proposal
 - Document 3 - Attach your current CV/resume
 - Documents - Attach your letter(s) of support
 - Document - If you have received a PEL in the past, attach your PEL Report
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- *Please ensure your application is complete. (Previous applications are not kept on file.)*
 - *For any materials that are better viewed online, including images, specific web pages, interactive documents, etc., please provide the relevant URL links.*

PEL Submission process:

- *Submit an e-copy of your PEL application to the Dean and Dean’s Assistant of your faculty before the deadline of Friday, May 1, 2023 at 4:00 pm. (Do not submit your application directly to the CFA or PEL Committee)*

Document 1: Applicant Information

Name: _____

Faculty: _____

Phone: _____

E-mail: _____

Date: _____

Are you a **regular** employee or a **non-regular** employee? _____ Regular _____ Non-regularIf **regularized**, what is your **commitment level** (workload)? _____ sections per academic year

Are you applying for a **full-time** PEL or a **half-time** PEL?

- Note that it is possible to apply for both, but if you do so you will need to provide a complete proposal description, list of deliverables, and timeline for each of the two proposed PEL projects.

_____ I'm applying for a full-time PEL only.

_____ I'm applying for a half-time PEL only. (i.e. just one term full-time or half-time over two terms).

_____ I'm applying for both a full-time PEL and a half-time PEL and will accept either.

What are the **proposed dates** of your PEL during the 2024/2025 academic year?Full-time PEL: From: _____ To: _____
*MM/DD/YY MM/DD/YY*Half-time PEL: From: _____ To: _____
MM/DD/YY MM/DD/YY

Have you had a Paid Educational Leave before? _____ YES _____ NO

If yes, give the years and length of your last PEL: _____

If you have received a PEL before, please also submit the Report of your activities during that Paid Ed Leave.

Document 2: Project Proposal (complete as a separate document)

Proposal Description:

Describe what you intend to accomplish during your Paid Educational Leave, and how you intend to accomplish it. Please provide as much specific information as possible, including:

1. A statement of your project's goals and intended outcomes
2. A clearly articulated description of your project or activities
3. A list of specific deliverables for your project or activities
4. A detailed timeline / work schedule (at least month-by-month) for the period of the requested PEL

If you want to apply for a half-time PEL as well as a full-time PEL, please give a detailed description, list of deliverables, and timeline for each of the two proposed PEL projects.

Please ensure your application is thorough; remember to explain acronyms or subject area specific terms as your PEL Committee may not know these terms.

Please check if your Project Proposal requires review by the Research Ethics Board (REB) [Research Ethics Board - Capilano University](#); if so, please indicate when you anticipate beginning the process

Address the Three Requirements for a Paid Educational Leave:

Describe in detail how your proposal meets the three basic criteria for a Paid Educational Leave:

(a) Enhancement of the educational goals of the University

Please be specific; for example, how exactly will your project or activities benefit your department, division, and Capilano University as a whole? How will you disseminate the results of your project or activities?

(b) Excellence and professional merit of your PEL proposal

In what specific ways will your proposed project or activities enhance your knowledge, experience, and skills as a professional in your field and as an instructor at Capilano University?

(c) Your competence to accomplish the purposes of the PEL

Remember that the PEL Committee members are not familiar with your background and may not be familiar with your discipline, so please provide relevant background information. What will demonstrate that you have sufficient experience and expertise to accomplish your project? Have you successfully undertaken comparable projects in the past? What previous accomplishments have you had (e.g. publications, exhibitions, community involvement, etc.) that relate to your project? If your proposal involves advanced education, have you been admitted into the program?

Document 3: Please attach a current CV

Documents: Letter(s) of Support (at least 1)

- At least one letter of support for your PEL proposal is mandatory in order for your application to be considered; two (or more) letters of support are recommended.
 - **Note:** If you submitted one or more letters of support with a previous PEL application, and if your PEL proposal has not been changed in any substantial way, then you may re-submit copies of the same letter(s) of support.
 - Letters of support should explicitly address how your PEL proposal satisfies the following three requirements, as outlined in the Collective Agreement (article 10.4.4.1): “In adjudicating proposals to establish eligibility for Paid Educational Leave, the enhancement of the educational goals of the University, the excellence and the professional merit of the leave proposal and the competence of the employee to accomplish the purposes of the leave are amongst the prime considerations.”
 - Letters of support may be written by the coordinator/convenor of your functional area and/or the Dean of your faculty.
 - In addition, if your proposal involves a cross-disciplinary project at Capilano University or entails activities off campus, you may also choose to include letters of support from CapU instructors, coordinators, etc. in other departments or from relevant off-campus individuals.
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Document: Previous PEL Awards

If you have received a PEL before, please also submit the Report of your activities during that Paid Ed Leave.
