Faculty of Arts
Guidelines for Preparing Leave Reports

Research/study leaves benefit the University, the leave-takers, and the academic community in general. They allow faculty members to improve themselves academically and to engage in research to foster their effectiveness as scholars and teachers.

Article 21.5.2 of the Collective Agreement states “within two months following the end of a research/study leave, the member granted the leave shall submit a written report on the research and scholarly work which was accomplished during the leave to the dean/director who may circulate this report to all members of the department.”

Please submit a report (approximately 2 pages) that includes the following information: A summary of the research and scholarly activities undertaken and accomplished during the research/study leave. (Include in the summary an indication of whether you were able to complete what you proposed in your leave application and/or indicate how your plans changed).

Include in your report a description of your work in conjunction with your leave in the following areas, as applicable:

- **Publications** (submitted, published, in progress);
- **Papers given at refereed and non-refereed conferences**;
- **Invited presentations**;
- **Research grants** (applied for and received);
- **Graduate supervision**;
- **Activities related to teaching**;
- **Other professional activities** (conferences attended, courses taken, editorial work, reviews, etc.);
- **Outreach activities**.

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