



University
of Victoria

Teaching Stream Faculty Members Course of Study Application

Under Collective Agreement s. 13.30

This one-time application must be submitted to your Chair/Director, or Dean in a non-departmentalized Faculty, no later than 6 months prior to the course release start date.

Name:	V#:
Academic Unit:	Rank:
Faculty:	

REQUESTED TERM(s)		
# of course releases:	One	Two
# of terms impacted:	One	Two
Starting on:		
Ending on:		
Comments:		

As per s.13.30 of the Collective Agreement, if granted, I agree to undertake the approved Course of Study to enhance my teaching performance and I agree to disseminate my learnings through an organized presentation to the Faculty and/or to the University upon my return (within a reasonable time frame).

Applicant's Signature _____
Date

All of the following sections must be completed. Attach any supporting documents to your application. Please ensure that you have indicated where there is an attachment and that it is clearly labeled with the section heading.

I. COURSE OF STUDY

attachment: Yes No

Provide details on the proposed Course of Study, how and when it will be undertaken, and the anticipated learning objectives. Explain how the Course of Study activities will enhance your teaching effectiveness and the advancement of learning at the University.

II. USE OF RESOURCES

attachment: Yes No

Provide a statement outlining any University of Victoria resources that you are proposing to use during the Course of Study.

III. COLLABORATION WITH OTHER INSTITUTIONS

attachment: Yes No

Where collaboration or use of facilities at other institutions is an integral element of the proposed project, provide either a) documentation with respect to arrangements that have been completed; or b) requests for use of facilities or plans for collaboration.

IV. FUNDING OPPORTUNITIES

attachment: Yes No

Where the Course of Study involves the need for funding, please provide a statement indicating the ways in which those costs will be funded.

V. IMPACTED DUTIES AND RESPONSIBILITIES

attachment: Yes No

State arrangements made or that will be made for the completion of Academic Responsibilities if they are impeded by this Course of Study.

VI. PLANS TO DISSEMINATE PEDAGOGICAL INFORMATION

attachment: Yes No

Provide your plan for presenting your learnings resulting from scholarly developments and/or enhancements to teaching effectiveness from the Course of Study, if approved.