

A copy of the checklist should be attached to each copy of dossiers sent to the Office of the Vice-President, Governance. Please place documents in the order shown below. Documents dated later than the document mentioned in no. 1 should be placed on top of the file immediately after the checklist.

JOINT COMMITTEE

CHECKLIST

ACADEMIC LEAVES

Faculty: _____ **Member's Name:** _____

- | | | |
|----|---|--------------------------|
| 1. | Dean's letter to the member with the FTPC minute. | <input type="checkbox"/> |
| 2. | Chair's recommendation, if any. | <input type="checkbox"/> |
| 3. | DTPC minute. | <input type="checkbox"/> |
| 4. | Member's request. | <input type="checkbox"/> |
| 5. | Academic Leave Project : | |
| | 5a) description of the project and methodology; | <input type="checkbox"/> |
| | 5b) if it is a project in collaboration, nature of the collaboration; | <input type="checkbox"/> |
| | 5c) expected tangible outcomes (papers in refereed journals,
monograph, publication in refereed conference proceedings,
etc). | <input type="checkbox"/> |
| 6. | Report of the last academic leave, if any. | <input type="checkbox"/> |
| 7. | Updated C.V. | <input type="checkbox"/> |
| 8. | All other documents provided by the member. | <input type="checkbox"/> |

N.B: Please indicate on the C form the number of years credited for the next academic leave.