

MEMORANDUM

TO: All Faculty
FROM: Wayne Hughes, Chair, Paid Educational Leave Committee
DATE: March 31, 2017

SUBJECT: Call for PEL Applications for the 2018/2019 Academic Year
Submission deadline – Friday, May 5, 2017 at 4:00 pm

As was announced by Tim Acton at the CFA meeting on March 21, negotiations between the CFA and the University Administration regarding the PEL “Letter of Understanding” have not resulted in an agreement. Since no agreement was reached, the PEL process reverts to that outlined in the current Collective Agreement. In particular, this means that all PEL applications will be adjudicated based on the “Merit plus Seniority” category only; that is, there will not be a “Merit Only” category. However, I expect this will again be an issue on the table with bargaining for the next Collective Agreement.

All applicants must use the updated PEL Application Form for 2018/2019, which can be downloaded from the CFA website at the following link:

<http://capilanofaculty.ca/downloadable-forms>

Please carefully read the information on the PEL Application Form. Note that letters of support continue to be required for successful PEL applications; letters of support must be submitted with applications before the deadline of Friday, May 5, 2017 at 4:00 pm.

PEL applications, with accompanying letters of support, should be submitted to the Dean of your faculty before the deadline. Please submit a digital copy as well as a paper copy.

Summary:

- All applications will be adjudicated within the “Merit plus Seniority” category only.
- Download and use the updated PEL Application Form for 2018/2019 on the CFA website.
- Letters of support must be submitted with PEL applications.
- Submit your PEL application and accompanying letter(s) of support to the Dean of your faculty.
- Submit a digital copy as well as a paper copy.
- **Submission deadline** (no exceptions): **Friday, May 5, 2017 – 4:00 pm**