

MEMORANDUM

TO: All Faculty
FROM: Wayne Hughes, Chair, Paid Educational Leave Committee
DATE: February 23, 2018

SUBJECT: **Call for PEL Applications** for the 2019/2020 Academic Year
Submission deadline – Monday, April 30, 2018 at 4:00 pm

The Paid Educational Leave Committee invites all faculty to submit applications for Paid Educational Leaves for the 2019/2020 academic year.

All applicants must use the updated PEL Application Form for 2019/2020, which can be downloaded from the CFA website at the following link:

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

Please carefully read the instructions on the PEL Application Form. Note that at least one letter of support is required for a successful PEL application. All letters of support must be submitted with PEL applications before the deadline of Monday, April 30, 2018 at 4:00 pm.

PEL applications, with accompanying letters of support, should be submitted to the Dean of your faculty before the deadline. If your Dean is writing a letter of support, this must also be finished before the deadline. Please submit a digital copy as well as a paper copy of all documents.

A binder (“Successful Paid Educational Leave Proposals”) containing the successful applications for Paid Educational Leaves from 2006/2007 through 2018/2019 is available in the CapU library for your perusal. Ask a Librarian.

Summary:

- Download and use the updated PEL Application Form for 2019/2020 on the CFA website.
- One or more letters of support must be submitted with a PEL application.
- 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): **Monday, April 30, 2018 – 4:00 pm**