

MEMORANDUM

TO: All Faculty
FROM: Kathryn Taft, Chair, Paid Educational Leave Committee
DATE: February 20, 2020

SUBJECT: **Call for PEL Applications** for the 2021/2022 Academic Year Submission deadline–Thursday, April 30/20 at 4 p.m.

The Paid Educational Leave Committee invites all faculty to submit applications for Paid Educational Leaves for the 2021/2022 academic year.

All applicants must use the updated PEL Application Form for 2021/2022, 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 Thursday, April 30, 2020 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 2020/2021 is available for your perusal from the CFA office in FIR 501e. Contact the CFA Administrative Coordinator, Reini Klein, at 604-984-4948 or by e-mail at cfa@capilanou.ca

Summary:

- Download and use the updated PEL Application Form for 2021/2022 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): **Thursday, April 30, 2020 – 4:00 pm**