

Supervisors on Leave (including Sabbaticals)

Supervisors must make arrangements for the adequate provision of alternative supervision of their graduate students during any period of leave exceeding two months in duration. This can include medical leaves, maternity leaves, leaves of absence, and sabbatical leaves.

Faculty members who intend to take leave for a period exceeding two months and who have graduate students under their supervision shall submit to the Chair or Associate Chair (Graduate Studies) of the department (or Associate Dean (Graduate Studies) for non-departmentalized Faculties) and to the graduate student(s) involved a written statement describing the arrangements which have been made to provide satisfactory supervision during the period of leave.

The supervisor shall nominate a member of the department (or Faculty where non-departmentalized), who in the case of PhD students should be a member of the supervisory committee, to be empowered to act on behalf of the supervisor in matters pertaining to the graduate student(s). Please note that the FGSR has no funds available for supervisors on leave to attend the final examination.

See further, section [204.1.2](#) of the Calendar, “**Supervisors on Leave**” which provides: “ ... It is the responsibility of supervisors to make adequate provision for supervision of their graduate students during their leave. Therefore, if a supervisor is to be absent from the University for a period exceeding two months, it is the supervisor's responsibility to nominate an adequate interim substitute and to inform the student and the department. ...” See also section [200.2.2](#) of the Calendar.

Sabbaticals...

For supervisors going on sabbatical, a similar obligation to make adequate advance arrangements is found in clause B(6) of Appendix E of the Faculty Agreement, which provides [with added guidance for non-departmentalized Faculties]:

“Staff members who intend to take sabbatical during a period in which they have graduate students under their supervision shall submit to the Chair of their department [or Associate Dean (Graduate Studies) for non-departmentalized Faculties] and to the graduate student involved a written statement describing the arrangements which have been made to provide satisfactory supervision of their student(s) during the sabbatical, and as well nominate a member of the department who will be empowered to act on behalf of the supervisor in matters pertaining to the graduate student(s). After approval by the Chair of the department [or Associate Dean (Graduate Studies)] a copy of this statement should be forwarded to the Dean of the Faculty of Graduate Studies and Research. [for the student’s file].

If possible, the staff member should make the above arrangements prior to applying for sabbatical and attach the relevant documentation to the application. If these arrangements are not completed prior to applying the staff member should include a statement in the application to the effect that the Graduate Studies procedure will be followed prior to the sabbatical.”