

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

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