

Application for Release-Time Teaching Fellowship

Deadline: November 17, 2025, 5:00pm

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Normally, late applications will not be accepted.

Checklist:

In order for an application to be considered by the Release-Time Teaching Fellowship Committee, the following is required:

- A completed application form
- A completed Comments from the Chair form (attached – see pg. 5)
- A current curriculum vitae including information on your teaching experience
- Letters from three (3) referees

IMPORTANT: We have moved to email submission. Applications will *only* be accepted by email.

Please compile all supporting documentation and send as one single PDF document to leaves.yufa@gmail.com, and include “Release-Time Teaching Fellowship Application” in the subject line of your email.

Release-Time Teaching Fellowship
Application Form

Name: _____

Department/Faculty: _____

Stream (professorial or teaching): _____

Phone #: _____

Project Title: _____

Project Dates (beginning and end of fellowship): _____

Normal Teaching Load: _____

Amount of Release-Time Requested: _____

Project Description: Describe the project or curricular program initiative, its objectives and methods; suggest how the results of the initiative can be evaluated and/or how it contributes to the scholarship of pedagogy; explain how the fellowship would benefit you and/or the Department and/or the Faculty. For example, how will the results be shared? How will the project enhance the process of teaching and learning at York? Or how will the project support the scholarship of pedagogy? Justify why the amount of release-time is needed.

Names of Referees:

Please list the names, titles and addresses of the three referees who have been asked to attest to the usefulness of the project and your ability to complete it successfully.

Referees should be advised of the deadline and their letters should be emailed directly to: leaves.yufa@gmail.com

1. Name: _____

Title: _____

Address: _____

2. Name: _____

Title: _____

Address: _____

3. Name: _____

Title: _____

Address: _____

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Applicants should submit this form (and a copy of their application) to the department Chair. The Chair will forward their comments to the YUFA office, leaves.yufa@gmail.com.

If Chair is applicant or in units which do not have chairs the form should be submitted to the Dean/Principal.

Comments from Department Chair

Name of Applicant:

Comments from the Chair: (Department Chairs should be aware that these comments will be made available to the applicant, if the applicant so requests)

Signature of Chair (Dean/Principal/Associate Dean)

Date

Please return by November 17, 2025 to leaves.yufa@gmail.com.