

MEMORANDUM

TO: Chairs
FROM: José B. Fernández, Dean
SUBJECT: Sabbatical Applications for 2010-2011 Academic Year
DATE: October 12, 2009

It is time to invite applications for 2010-2011 sabbaticals. For the purpose of this application sabbaticals are defined as Types IA, IB, and II. Type I sabbaticals are competitive and limited in number; CAH will be allocated five for 2010-2011. They can be awarded as either Type IA (one semester at full pay) or Type IB (two semesters at three-quarter pay). Type II sabbaticals are not competitive and involve two semesters at half pay. Applicants seeking a Type I sabbatical should indicate whether they want Type IA or IB and also, in the event this request is not granted, whether they are interested in being considered for a Type II sabbatical.

Individuals wishing to apply for a sabbatical leave must complete the attached application. Failure to comply with the required format may result in the application's **disqualification**. The application must include the following information:

1. Two-page statement that includes:
 - a. a description of the program and activities to be followed while on sabbatical;
 - b. specific results anticipated from the leave;
 - c. the expected increase in value of the employee to the university, college and discipline (terminology from the Collective Bargaining Agreement);
 - d. any anticipated supplementary income (employment associated with sabbatical should not exceed 100% of normal compensation, plus additional expenses).
2. Supporting documentation if appropriate, e.g. letters of invitation, offer of resources, comments from the Chair may be included.
3. Timetable of activities.
4. List of locations where the work is to be performed in relation to the proposed outcome of project.
5. Statement of whether or not the candidate has been awarded other leaves in past years. Provide the dates and types of leave and accomplishments achieved from the leave. Faculty applying for sabbaticals must have completed their last sabbatical by the end of the academic year 2003-2004 or have served for six or more years without having received a paid leave. The candidate's service at the university must have been continuous.
6. A statement that the candidate agrees to comply with the conditions of the sabbatical program as described in Article 22.1 (f) of the Collective Bargaining Agreement (see attached).
7. Current vita (limit to **3** pages).

The deadline for submission of applications to José B. Fernández in the Dean's Office, CAH 191A, is **January 25, 2010**.