MEMORANDUM

TO: Chairs
FROM: Rudy McDaniel, Assistant Dean
SUBJECT: Sabbatical Applications for 2013-2014 Academic Year
DATE: September 21, 2012 (Revised November 26, 2012)

It is time to invite applications for 2013-2014 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 2013-2014. 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. However, Type II applications must also be recommended by the committee as suitable proposals. Applicants are asked to rank their preferences on the sabbatical leave request form.

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. Request for Sabbatical Leave cover page (see attached)
2. 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;
   d. any anticipated supplementary income (employment associated with sabbatical should not exceed 100% of normal compensation, plus additional expenses).
3. Supporting documentation if appropriate, e.g. letters of invitation, offer of resources, comments from the Chair may be included.
4. Timetable of activities.
5. List of locations where the work is to be performed in relation to the proposed outcome of project.
6. Faculty applying for sabbaticals must have completed their last sabbatical by the end of the academic year 2006-2007. The candidate’s service at the university must have been continuous.
7. 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).
8. Current vita (limit to 3 pages).

The deadline for submission of applications is Friday January 11, 2013 by 5:00 p.m. to rudy.mcdaniel@ucf.edu with a carbon copy to Jillian.Stafford@ucf.edu. Please note that all application materials, including the one page Request for Sabbatical Leave, must be delivered electronically via email to the Dean’s Office by the deadline (1/11/13 at 5:00 p.m.).