

**MEMORANDUM**

**TO:** COH Heads and Directors  
**FROM:** Kimberly A. Jones  
Associate Dean  
**DATE:** October 4, 2016  
**RE:** Sabbatical Leave Requests for Academic Year 2017-2018

*This memorandum and attachments can be accessed online at <http://humanities.arizona.edu/sabbatical-leaves>*

Vice Provost Thomas P. Miller has initiated the sabbatical leave request process for sabbaticals for Academic Year 2017-18. His memorandum dated September 22, 2016 is available at <http://facultyaffairs.arizona.edu/sabbatical-leave>.

Please inform faculty in your unit that the College of Humanities sabbatical leave request process has begun. Faculty can find further information on the College's sabbatical leave process and the timetable for sabbatical leaves on the COH Academic Instructional Affairs webpage referenced above. All College sabbatical requests must adhere to the Associate Provost's instructions (see URL above). Please have faculty fill out the Vice Provost's application, which can be found at <http://facultyaffairs.arizona.edu/sabbatical-leave>.

Please be sure that faculty members whose sabbatical plans include travel give the required information about travel in their applications, as specified by the application instructions. The university requires that travel plans include additional trips that will be required once the individual reaches the sabbatical destination, and that applications specify how the trip(s) are related to the sabbatical research, the estimated cost of all travel plans, and the source of travel funds.

All sabbatical leave applications are due in my office by **November 1, 2016**. Please submit the original application & all attachments. No additional copies are needed.

Thank you for your help with the sabbatical application process, which serves a vital function in supporting COH research initiatives.

KJ:lr

Attachments: September 22, 2015 Memorandum from Thomas P. Miller, Vice Provost for Faculty Affairs Sabbatical Leave Requests for Academic Year 2017-2018  
COH Timetable for Sabbatical Leaves

xc: COH administrative staff

