

## MEMORANDUM

**TO:** COH Heads and Directors

**FROM:** Kimberly Jones, Vice Dean for Academic Affairs, College of Humanities

**DATE:** September 14, 2018

**RE:** Sabbatical Leave Requests for Academic Year 2019-2020

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Please see the attached memorandum from Vice Provost Thomas P. Miller initiating the application process for sabbaticals to be taken in AY 2019-20.


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 process and the related timetable on the COH Faculty Affairs webpage at <http://humanities.arizona.edu/sabbatical-leaves>. All College sabbatical requests must adhere to the Vice Provost's instructions. The application and information about the Vice Provost's requirements can be found at <https://facultyaffairs.arizona.edu/content/sabbatical-leave-application-and-review>. Submissions should include:

- The [application](#) with the applicant and department head/director's signatures.
- A description of the proposed program for the sabbatical including goals to be attained, travel plans and the benefits to the applicant and the university.
- Travel plans which state whether additional trips will be required once the individual reaches the sabbatical destination. Documentation must specify how the trip(s) are related to the sabbatical research, whether reimbursement will be requested from the department, what the estimated cost will be of all travel plans, and what the source of all of the funds will be.
- A Curriculum Vitae not to exceed ten pages, with emphasis on material for the last six years.
- The department head's evaluation.
- At least one additional letter of evaluation.

All sabbatical leave applications are due in my office by **November 1, 2018**. This is a firm deadline. Please submit applications and all attachments to Erin Robbins at [erinrobbins@email.arizona.edu](mailto:erinrobbins@email.arizona.edu).

The COH Sabbatical Review Committee will review applications immediately after the deadline and applicants will be notified of the college-level decision in writing, no later than January 1st.

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



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Attachment: [COH Timetable for Sabbatical Leaves](#)

cc: Alain-Philippe Durand  
Toni Alexander  
Frank Whitehead  
Mary Portillo  
Jacqueline Laird