MEMORANDUM

TO: COH Heads and Directors
FROM: Kimberly A. Jones
      Vice Dean
DATE: September 22, 2017
RE: Sabbatical Leave Requests for Academic Year 2018-2019

Please see the attached memorandum from Vice Provost Thomas P. Miller initiating the sabbatical leave request process for Academic Year 2018-19.

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 http://facultyaffairs.arizona.edu/sabbatical-leave. Submissions should include:

- The application.
- 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, 2017. This is a firm deadline. Please submit applications and all attachments as a single PDF file to Erin Robbins at erinrobbins@email.arizona.edu.

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

KJ:er
Attachments:  Memorandum dated September 18, 2016 from Thomas P. Miller, Vice Provost for Faculty Affairs, regarding Sabbatical Leave Requests for Academic Year 2018-2019

COH Timetable for Sabbatical Leaves

cc:  A-P Durand
     COH administrative staff