



**INTER-OFFICE MEMO
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September 18, 2009

To: Full-Time Faculty

From: Ronald J. Ambrosetti,
Provost and Dean of the College

Re: Sabbatical Request Due Date - November 2, 2009

Several faculty members have inquired about requesting sabbatical leave during the 2010-2011 academic year.

The *Faculty Statutes* (available online at <http://home.sifc.edu/provost>) state the following: "Faculty members shall submit a copy of their request and study proposal to the department chair, the School Dean, where applicable, and Provost at least one semester before the intended sabbatical leave is to begin." (3.14.3.5b)

Given that the College has to establish a budget for the entire academic year, faculty members intending to request a sabbatical for the Fall, Spring, or the entire 2010-2011 academic year should submit the relevant material to department chairs no later than **November 2, 2009**. This schedule should allow sufficient time for consultation and course schedule planning.

In addition, for faculty members requesting a sabbatical, I need three things from their respective department chairs and/or deans (due by January 11, 2010):

- A firm list of which, if any, courses need to be "replaced" and who will teach the replacement courses,
- A clear statement of how the proposed sabbatical will contribute to the faculty member's professional development,
- The relevance of the proposal to departmental mission, goals and teaching responsibilities, as aligned with the Strategic Plan.

Thank you for your understanding and support in this important process.

c: Deans