

October 13, 2009

Faculty colleagues,

I am writing with information regarding the procedure for sabbatical leave requests for the 2010-11 academic year.

The Faculty Manual specifies a January 1 deadline for sabbatical leave requests for the subsequent academic year. We can accommodate requests received in my office by Monday, January 11, 2010. Faculty members with pending tenure cases and upcoming reappointment reviews should submit their requests by this deadline, with the understanding that approval of the sabbatical leave is contingent on passing the review. Guidelines for sabbatical leaves are given in the Faculty Manual, Section II: [http://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/current/FM\\_Section\\_II.pdf#page=34](http://www.union.edu/Academics/AcademicAffairs/GovernanceCommittees/FacultyManual/current/FM_Section_II.pdf#page=34)

Please follow this procedure in submitting a sabbatical request:

- (1) If you have not filed a sabbatical report for your last sabbatical with my office, please do so before submitting your sabbatical request.
- (2) Forward your sabbatical request by email to your department chair, with a request that the department chair forward it to me (by email) with a note indicating his or her approval of the request.

We may not be able to consider applications for sabbatical leave that are not received by January 11.

If your chair is not aware that you plan to apply for a sabbatical, please let him or her know of your plans as soon as possible.

Many thanks for your attention to the deadline and procedures. Please let me know if you have any questions.

Best regards,  
Therese