

2008-2009 Sabbatical Leave of Absence

Attached to this memorandum please find the academic year 2008-09 application packet for sabbatical leave.

Procedures for evaluation of the application are to be found in the 2006-09 Agreement with WSU AAUP-AFT (Article X111. B.2).

Applications must be submitted to the department chairperson or equivalent administrator no later than November 12, 2007. **An application packet should be arranged in the following order:**

1. Application for Sabbatical Leave of Absence;
2. Chair/director evaluation;
3. Committee evaluation;
4. Dean's/vice president's recommendation (if negative);
5. Information Required by University Sabbatical Leaves Committee (questions 1-5 following the application);
6. Report on last sabbatical (if applicable);
7. Professional record

The original and nine copies of the application, along with the evaluations, must be forwarded through normal administrative channels to Louis J. Romano, Interim Associate Vice President for Academic Personnel, Office of the Provost, 4092 FAB by **December 7, 2007**. This year the schools and colleges may submit their applications electronically as a single pdf file for each applicant. The pdf file must have seven index tabs labeled as above and must include signatures on the application and evaluation letters. All the candidates from a school or college should be contained on one CD. You will need to submit 10 copies of the labeled CD to our office. Notification of the decision on the application shall be given to the applicants by March 1, 2008.

The sabbatical application is available online on the Provosts web site (www.wayne.edu/provost) at: <http://www.wayne.edu/provost/programs/programs.html>.