**SABBATICAL APPROVAL LETTER TEMPLATE *(rev. February 2020)***

DATE

ADDRESS

SALUTATION

I am pleased to inform you that the Office of the Provost has approved your application for sabbatical leave during (DATES) at (77.3% or 100 %) salary. *Add one of the following sentences, if applicable:*

*To be inserted in letters for tenure-track faculty.* This sabbatical leave is contingent upon a successful *(select one: promotion and tenure review or tenure review).*

*To be inserted in letters for non-tenure track faculty seeking promotion.* This sabbatical leave is contingent upon promotion to *(e.g. Senior Lecturer, Clinical Associate Professor, etc.).*

*To be inserted in letters for non-tenure track faculty being reviewed for reappointment.* This sabbatical leave is contingent upon receipt of reappointment for the year following the sabbatical leave.

Please note the Provost’s additional comments for you. “…”

The privileges of a sabbatical leave are a unique aspect of life in the academy in which the university invests considerable resources to ensure that our faculty members have the highest degree of preparation for our students and scholarly careers. Along with the privilege comes a responsibility to use the sabbatical leave to accomplish the goals outlined to the best of one’s ability.

Please see Article 22.1.f. of the UA Agreement regarding compensated employment during sabbatical leave: “A recipient of a sabbatical leave shall not accept any type of compensated employment, whether by the University or another party, during his or her leave, without the advance written approval of the Provost, such approval ordinarily to be secured as part of the sabbatical application process.”

*Faculty with sponsored projects must discuss plans with Sponsored Project Administration to determine if any sponsor prior approvals are required.*

Enclosed is a copy of the guidelines for reporting the results of your sabbatical leave. Please remember that a report on your sabbatical accomplishments, as well as detail on any changes or revisions that occurred in the course of the leave, is due within sixty (60) days of your return to campus (i.e. on or before *DATE*). Article 22.1.i. of the UA Agreement also provides additional reporting information.

Congratulations on this approval, and I wish you a very successful and productive sabbatical leave.

Regards,

Dean

Enclosure (1)

cc: Chair

 Business Manager

HRS Faculty Services