

Electronic Submission of Sabbaticals

The sabbatical application form is available on the Division of Faculty Affairs (DOFA) website: <https://www.uvm.edu/dofa/sabbaticals-and-professional-development-leaves>

As sabbatical applications are due in the early fall, we recommend faculty prepare their applications over the summer in consultation with their chair or direct supervisor.

Additionally,

- Faculty applying for sabbatical may append a clarification or rebuttal to Chair or Dean recommendations
- Ensure that faculty receive timely notification of Chair and Dean decisions

Sabbatical Applications are due to the Provost's Office on **October 15** (please see [Sabbatical Key Dates](#) for timeline). Sabbatical dossiers, including Chair, Faculty Standards Committee (FSC) and Dean reviews are due in the Provost's Office as single bookmarked PDF files.

Each dossier should be identified with the candidate's name in the following format: Lastname_Firstname.pdf.

The Professional Standards Committee (PSC) will review and issue advisory recommendation to the Provost on all sabbatical proposals.

Sabbatical Leave Reports

Final reports are due to the Chair and Dean within sixty (60) days of returning to campus following a sabbatical leave.

Following completion of the sabbatical report review, Department Chairs or their equivalents and Deans submit their evaluations on Sabbatical Part B, which is forwarded together with the faculty member's report to the Provost's office. Faculty members are allotted 14 days from the receipt of the Chair or Dean's review to provide a rebuttal, if desired.

Please Note:

Annual Evaluation

Article 14.3.d of the current FT UA CBA states, "Faculty who are on Sabbatical or Professional Development Leave or any leave, paid or unpaid, during any Spring semester will submit a report of annual activities". The prior CBA language of Article 22.1.f that required submission of a mid-sabbatical report has been replaced by this new language.

Updated September 2025