



DATE: November 10, 2020

TO: Deans

FROM: Jim O. Vigoreaux, PhD
Vice Provost for Faculty Affairs

RE: Electronic Submission of Sabbaticals

I call to your attention the updated sabbatical application form that is available on the Provost's website: <https://www.uvm.edu/provost/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. Thus, if not done already, I suggest you bring the updated form to your faculty's attention (*do not delete footers*). 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.

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 The prior CBA language of Article 22.1.f that required submission of a mid-sabbatical report has been replaced by this new language.