


**TO:** Deans and Academic Unit Heads  
**FROM:** Thomas P. Miller, Vice Provost for Faculty Affairs   
**DATE:** September 11, 2014  
**RE:** Sabbatical Leave Requests for Academic Year 2015-2016

This memorandum initiates the sabbatical leave application process for sabbaticals to be taken in academic year 2015-2016.

A copy of instructions and relevant forms are available at the Vice Provost for Faculty Affairs website: <http://facultyaffairs.arizona.edu/sabbatical-leave>

Relevant policies from the University Handbook for Appointed Personnel (UHAP 8.03.02, Sabbatical Leave) can be found at: <http://hr.arizona.edu/policy/appointed-personnel/8.03.02>

Sabbatical proposals and post sabbatical reports are to be reviewed at the college level. A list of all approved sabbatical leaves should be forwarded from the college or academic unit to our office by January 13, 2015. This list should include any changes that occurred in the 2014-2015 schedule and are being rolled over to 2015-2016.

