

MEMORANDUM

DATE: September 21, 2023
TO: CALES Administration and Unit Heads
FROM: Jean McLain, CALES Assoc. Dean for Faculty Advancement
SUBJECT: Initiation of Sabbatical Leave Application Process for Academic Year 2024-25

The 2024-2025 sabbatical process is now open; **please forward this information to your faculty and to your business managers.** This information will also be distributed via the CALS Weekly newsletter, Tuesday Morning Notes, and the COMPASS website.

For faculty interested in applying for sabbatical, please visit the Faculty Affairs [website](#) for:

- Application download (Word document)
- Information on the documents to include in an application
- Links to related HR FAQs and the UA policy
- Information on reporting required at the conclusion of sabbatical leave

Due date for applications: Friday, November 18, 2023 (close of business). Electronic submissions are required. **All parts of an application must be submitted a single PDF packet.**

Submission directions:

- Complete all sections on page 1 of the Application for Sabbatical Leave
- Obtain the signature of the Unit Head. Requests from Cooperative Extension faculty must be signed by Director Martin.
- Email one PDF of all combined documents to [me](#). We also require that you cc: your unit head on this email.
 - **Reminder: Documents that are not combined into one PDF will not be accepted.**

Please contact [me](#) for all future queries and application submissions.