***M E M O R A N D U M***

**DATE:** September 24, 2024

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Description automatically generated**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 2025-26

The 2025-2026 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 CALES Weekly newsletter, Tuesday Morning Notes, and the COMPASS website.

**For faculty interested in applying for sabbatical,** please visit the Faculty Affairs [website](https://facultyaffairs.arizona.edu/sabbatical-leave-application-and-review) for:

* Application download (Word document)
* Required 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 22, 2024** (close of business). Electronic submissions are required. **All parts of an application must be submitted as a single PDF packet.**

**Submission directions for faculty:**

* Complete all sections on page one 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](mailto:mclainj@arizona.edu). 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 ([mclainj@arizona.edu](mailto:mclainj@arizona.edu)) with any questions regarding application submissions.