

September 15, 2016

## MEMORANDUM

TO: Regular Faculty Members  
FROM: Evan T. Lee, Acting Provost & Academic Dean  
RE: Sabbatical Leaves 2017-2018

---

Attached are copies of the College's Sabbatical Leave Policy (including the Research Semester Policy) and a ranking of Faculty sabbatical seniority by time and record. We will attempt to accommodate as many sabbatical requests as possible given our fiscal restraints and staffing needs.

An application for a research sabbatical should take the form of a written memorandum, detailing the nature and scope of your proposed project. In your memorandum, please include the courses your leave would affect and any recommendations you may have for covering those classes. Please also report on the status of any projects undertaken on prior sabbaticals or under the Summer Research Stipend Program.

Recipients of sabbatical leaves will be selected on the basis of a combination of factors, including years of accrued service, the scholarly promise of applicant's proposed sabbatical project, completion of prior projects and course coverage needs, and the amount of individual feedback you have been providing to students. For my working definition of individual feedback, please see my separate email on this topic.

All sabbatical applications should be submitted in electronic form to Maria Burgos, [burgosm@uchastings.edu](mailto:burgosm@uchastings.edu) by Monday, October 31, 2016.

Attachments