


**DATE:** October 12, 2020  
**TO:** Deans and Academic Unit Heads  
**FROM:** Andrea J. Romero, Vice Provost for Faculty Affairs   
**SUBJECT:** Sabbatical Leave Requests for Academic Year 2021-2022

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This memorandum initiates the sabbatical leave application process for sabbaticals to be taken in academic year 2021-2022.

A copy of instructions and relevant forms are available at the Vice Provost for Faculty Affairs website: <https://facultyaffairs.arizona.edu/content/sabbatical-leave-application-and-review>. Relevant policies from the University Handbook for Appointed Personnel (UHAP 8.03.02, Sabbatical Leave) can be found at: <http://policy.arizona.edu/human-resources/sabbatical-leave>

Sabbatical proposals and post sabbatical reports are to be reviewed at the college or unit level. A list of faculty approved for sabbatical leaves should be forwarded from the college or academic unit to our office by January 15, 2021. This list should include any changes that occurred in the 2020-2021 schedule and are being rolled over to 2021-2022.

For those faculty who postponed their approved sabbatical due to COVID19, every effort should be made in department planning for the faculty member to take the sabbatical for the following year. There is no need for re-application if faculty postponed an approved leave. Faculty will notify the department head/director. The department head will notify the dean via memo and indicate the changed dates of a sabbatical leave for the faculty member. The college will collect this information and include these changes in the sabbatical list submitted to the Office of the Provost.

The period of postponement will not count towards the next sabbatical, per both [ABOR policy](#) and [UHAP policy](#) about the requirement of six continuous years between sabbaticals. However, we encourage departments to take the circumstances of COVID-19 into account in the future and consider that a research leave may be able to be applied at a time earlier than a formal sabbatical request.

Faculty who are on sabbatical will be subject to pay cut or furlough, at a rate proportionate to their percentage of University of Arizona pay for that period during which they are on sabbatical. For additional information on pay cuts and furloughs, please see: <https://hr.arizona.edu/FY-2020-2021-Furlough-Program>

Sabbatical leave is designed to enable faculty to make significant advances in their profession, remain highly effective in their position, or to render the greatest possible service to the university. We recognize the continued commitment to sabbatical opportunities to support faculty achievement.