



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum

COLLEGE OF LIBERAL ARTS

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TO: Department Chairs, College of Liberal Arts

FROM: Don Dyer, Associate Dean for Faculty and Academic Affairs

DATE: August 14, 2018

SUBJECT: Sabbatical Application Process

Applications requesting sabbatical leave are due to the Dean's office by **NOVEMBER 1** for the following terms:

- Fall semester of academic year 2019-2020 (6 months)
- Spring semester of academic year 2019-2020 (6 months)
- Fall and spring semesters of academic year 2019-2020 (1 year)
- Spring semester of academic year 2019-2020 and Fall Semester of 2020-2021 (1 year).

I have attached the "Application for Sabbatical Leave" and the "Sabbatical Leave Recommendation for Chair" forms that will be used this year. Both of these forms are also available on the College of Liberal Arts website under the "Chair" and "Faculty" tabs.

Each applicant in your department should submit the following items to you:

1. the completed application form;
2. a description of the sabbatical project;
3. a current curriculum vitae;
4. a single five-year Faculty Activity Report (see the next paragraph for instructions); and
5. a statement of other compensation.

The Create Custom Report feature in the Faculty Activity Report system should be used to create a single five-year activity report (myOleMiss>Faculty>Faculty Activity, Create Custom Report is at the bottom left). This is done by setting the dates (e.g., August, 2013 through May 2018) and generating a report for the combined years. The applicant may then save this in html or rich text format. With rtf, a user may then remove redundancies and otherwise edit the report.

You will complete a "Sabbatical Leave Recommendation for Chair" form for each application packet. We ask that the application packet and your recommendation form **be emailed in PDF format to libarts@olemiss.edu by NOVEMBER 1. Please submit one individual PDF document for each faculty member who is applying.**