



OFFICE OF THE
Senior Vice President & Provost

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: Kyle Harper
Senior Vice President and Provost *KH*

DATE: January 9, 2017

SUBJECT: Application for Sabbatical Leaves

Please remind faculty in your area that applications for Fall 2017 semester sabbatical leaves must be submitted to Deans, Directors or Chairs by February 1 and by July 14 for sabbatical starting in Spring 2018 semester. Sabbatical requests are due to the Provost's Office by February 15 for Fall 2017 semester and by August 1 for Spring 2018 semester.

The application form for sabbatical leave is available online at <http://www.ou.edu/content/dam/provost/documents/Sabbatical-Application-Form.pdf> and includes a section for information from the Directors, Chairs, and Deans regarding teaching and funding arrangements during the proposed sabbatical. Please pay particular attention to this last section and give detailed information regarding the teaching and funding arrangements during this era of tight budgets.

KH:sb