



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: André-Denis G. Wright
Senior Vice President and Provost, Norman Campus

DATE: December 15, 2025

SUBJECT: Application for Sabbatical Leave

Please remind faculty in your area that applications for sabbaticals starting the Fall 2026 semester must be submitted to Deans, Directors, or Chairs by February 1 and to the Provost's Office by February 9. Applications for sabbaticals starting the Spring 2027 semester are due to Deans, Directors, or Chairs by July 15 and to the Provost's Office by July 20.

The [application form for sabbatical leave](#) is now a dynamic form. The form 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.

The [post sabbatical report](#) is also now a dynamic form. Sabbatical reports are due in writing to the Senior Vice President and Provost via the departmental chair or director and college dean within **two months** of the faculty member returning to University service.

Please note the following change to the application: We no longer require all previous sabbatical leave applications be submitted. Please include the most recent application only.