MEMORANDUM

TO:         Dr. Marvin Leventhal, ASTRO
            Dr. Satish Tripathi, CSD
            Dr. Michael Brown, GEOL
            Dr. Raymond Johnson, MATH
            Dr. Robert Hudson, METO
            Dr. Steven Wallace, PHYS

FROM:       Richard H. Herman, Dean

SUBJECT:    Sabbatical Leave Requests

Applications for sabbaticals have, in the past, been highly non-uniform in their planning of projects to be accomplished, and, in statements by you as chairs, as to the relative importance you attach to the project and your assessment of the possible success of the project. So, for all requests I am asking that the packets include:

1) a letter from the candidate stating clearly what he or she will accomplish during the sabbatical period,

2) an up-to-date CV,

3) a letter of invitation as appropriate,

4) a letter from you indicating both your approval and the priority you attach (highest, high, general approval) to the application, and

5) an indication that educational contributions by the department are covered.

For your information, the University Policy and Procedures is on sabbatical leave, on pages 36-38 of Volume II of the Faculty Handbook. The present applications are nominally due six months prior to the leave date, i.e. February 17 for F/95. Considering the additional information asked for, I will extend the deadline for F/95 leaves by one month to March 17, 1995.

RMH/K12

CC:         Dr. Arziel Rosenfeld, CERAR
            Dr. Joseph Ja'Ja', UMIACS
            Dr. James Yorke, IPST
            Dr. Victor Granatstein, IPPR