


Southeastern Louisiana University

Campus Correspondence

Office of the Provost

DATE: January 6, 2009

TO: All Full-Time Faculty

FROM: Tammy Bourq,  Interim Provost
and Vice President for Academic Affairs

RE: **Sabbatical Leave Requests for 2009-10**

Given the current budget situation and projections for next year, we do not know if sabbaticals will be funded in 2009-10. Since that is the case, we are going forward with the application process in accordance with the Sabbatical Leave Policy presented in the Faculty Handbook. Any sabbatical leaves approved for 2009-10 will be contingent upon funding.

The Sabbatical Leave Policy documents a time line for leave applications beginning in the early part of the spring semester, as outlined below.

Call for sabbatical and leave requests for the subsequent academic year (2008 - 2009)	Third Monday in January Tuesday, January 19, 2009
Requests for leave to the Department Heads	Second Friday in February Friday, February 13, 2009
Requests forwarded to the college/school Dean	Third Friday in February Friday, February 20, 2009
Requests forwarded to the Provost	First Friday in March Friday, March 6, 2009
Requests forwarded to the President	First Friday in April Friday, April 3, 2009
Requests forwarded to the University of Louisiana System	Monday, June 8, 2009 (for meeting on June 27)

Funding for sabbatical requests is for salary only as indicated in the Faculty Handbook.

Any faculty member anticipating submission of a request for leave for 2009-2010 should review the policy guidelines for sabbaticals as outlined in the *Faculty Handbook* regarding salary and the application process. Please make note of application dates in order to comply timely.

Thank you.

cc Academic Deans