



October 31, 2011

**MEMORANDUM**

TO: USFSP Faculty in Academic Affairs Units

FROM: Norine E. Noonan, Ph.D., Vice Chancellor for Academic Affairs

SUBJECT: 2012-13 Sabbatical Leave Process

We are pleased to announce the sabbatical application and review procedure for the 2012-2013 academic year. Full-time tenured faculty in all Academic Affairs units with at least six years of continuous full-time service within USF St. Petersburg will be eligible to apply for a two-semester, half-pay sabbatical or a one-semester, full-pay sabbatical. Please note that faculty are not normally eligible to apply for a second sabbatical until six (6) years of continuous service are completed following a previous sabbatical.

Sabbaticals for two semesters at half-pay will be made available to all eligible faculty whose applications are deemed to be complete according to the USFSP Sabbatical Guidelines. Sabbaticals for one semester at full pay are fewer in number and highly competitive.

To the extent that departments/Colleges are able to do so, faculty performance while on sabbatical leave will be included in the annual review process. A report on activities pursued while on sabbatical is **required** upon completion of the leave.

The deadline for receipt of completed sabbatical applications in the Office of Academic Affairs (BAY 204) is 5:00 pm on February 13, 2012. The Sabbatical Committee will shortly be constituted as specified in Article 22.3.D.3 of the CBA. The Committee is unable to consider applications submitted after the deadline. The Sabbatical Guidelines and Sabbatical Application are now available on the Academic Affairs website at [http://www.stpete.usf.edu/academics/faculty\\_resources/sabbatical\\_leave.htm](http://www.stpete.usf.edu/academics/faculty_resources/sabbatical_leave.htm). Please take particular note of the university's and the sabbatical awardee's responsibilities as specified in the USFSP Guidelines. If you have questions, please contact Wendy Baker at 3.4851 or via email at [wbaker@usfsp.edu](mailto:wbaker@usfsp.edu).

Cc: Deans of the Colleges