




VICE CHANCELLOR FOR ACADEMIC AFFAIRS

TO: Regular Faculty

FROM: William J. McKinney 
Vice Chancellor for Academic Affairs

DATE: September 23, 2009

SUBJECT: Call for Sabbatical Leave Applications for 2010-2011

The Professional Development Subcommittee has set Friday, October 16, 2009, as the deadline for submitting sabbatical applications to the Office of Academic Affairs. Applicants should use the Application for Sabbatical Leave (Revised 10/2007), which is available on the OAA web page at <http://www.ipfw.edu/vcaa/promotion/sabbatical.shtml>, along with the policy document. Submit the application, letters of reference, and other required documents to your chair (or to the dean if you are a chair) in time enough for the chair and the unit dean to review and sign. The dean will then forward all completed applications for their unit to Deb Alvey, OAA, Kettler 173, by October 16, 2009. All tenured Instructors, Assistant Professors, Associate Professors, and Professors who meet the eligibility requirements may apply.

Should you have questions regarding eligibility or obtaining documents, please call Deb Alvey at Ext. 1-6113.