




University of Michigan  
Medical School

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**MEMO TO:** Department Chairs

**FROM:** David A. Bloom, M.D.  
Associate Dean for Faculty 

**DATE:** October 9, 2006

**SUBJECT:** 2007-08 Sabbatical Leave Requests for Instructional Track Faculty

Sabbatical leaves of absence may be granted to provide a faculty member an opportunity for an intensive program of research and/or study, thus enhancing the individual's effectiveness to the University as a teacher and scholar. Members of the regular instructional faculty who have completed six years of service in regular professorial ranks at the University of Michigan are eligible for a sabbatical leave.

The Medical School deadline for receipt of sabbatical leave requests for Academic Year 2007-08 is January 2, 2007. This allows us time to review all sabbatical plans prior to the March 1, 2007 deadline to Academic Affairs. If your department has no recommendations for sabbatical leaves for this year, please send a brief memo to that effect to the Office of Faculty Affairs. The following must be submitted for each faculty member requesting a sabbatical leave:

- Two copies of the "Request for Sabbatical Leave" (Form J) completed by the faculty member requesting the sabbatical, along with an updated CV and a detailed description of the sabbatical project.
- Confirmation that the host institution endorses the faculty member's visit.
- A transmittal letter from the Department Chair to the Dean supporting each sabbatical request. This letter should document specifically: 1) how the proposed activity will contribute to the faculty member's scholarly achievement, and 2) how the faculty member's responsibilities will be discharged during his or her absence. The Chair's letter also should include the complete plan for sabbatical absences in the department for 2007-08. This information will be used to evaluate each request in relation to the overall departmental plan.

You are reminded that those faculty members whose sabbatical leaves were approved for Fiscal Year 2006-07, but whose start dates were deferred or delayed until July 1, 2007 or later, must submit a revised request for Fiscal Year 2007-08.

All sabbatical requests must be submitted on or before the deadline date of January 2, 2007, to the Office of Faculty Affairs, 3120 Medical Science I, 0628. Consult the Standard Practice Guide 201.30-2 (attached) for additional information and appropriate forms, as well as details of a faculty member's responsibilities at the completion of the sabbatical period. If you need assistance, please contact Jane Weyher ([jweyher@umich.edu](mailto:jweyher@umich.edu)) at 3-0253.

jw/attach