

MEMORANDUM

To: SUNY Broome Faculty Full-time
From: Dr. Penny Kelly, Vice President for Academic Affairs
Date: February 14, 2024
Subject: Deadline for Sabbatical Leave Applications



The deadline for the receipt of Sabbatical Leave Applications is Friday, **March 15, 2024.**

Specifics regarding application content, per the Faculty Contract, are as follows:

Each application shall include a statement outlining the program of study to be followed while on leave, stating that the applicant intends to continue as a member of the academic staff for a period of at least two years following the expiration of his/her said sabbatical leave and further stating that upon his/her return the applicant shall submit to the President a report (copied to the Vice President for Academic Affairs preferred) of his/her accomplishment while on sabbatical leave.

At this time, the amount of funding that will be available for sabbaticals is uncertain. Applicants will be notified whether budget conditions will permit sabbaticals.

Sabbatical application forms may be obtained in the Administration Office, Wales 107 from Rhoda Neal. Sabbaticals are available for **full-time permanent faculty members only.**

c: Dr. Tony D. Hawkins, President

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