

Memorandum

DATE: April 19, 2021
TO: USF Faculty in Academic Affairs Units
FROM: Ralph Wilcox, Provost & Executive Vice President
SUBJECT: 2022-2023 Sabbatical Leave Process

We are pleased to announce the sabbatical application and review procedure for the 2022-2023 academic year. Full-time tenured employees in all Academic Affairs units, with at least six years of full-time service within the University of South Florida, are eligible for one-semester, full pay sabbaticals or two-semester, half pay sabbaticals. Employees are not normally eligible to apply for a second sabbatical until six years of continuous service are completed following a previous sabbatical.

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

Insofar as departments and colleges are able to do so, employee 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 to the Office of the Provost is **5:00 pm on October 14, 2021**. The Sabbatical Committee will only accept electronic submissions and will be unable to consider applications submitted after the deadline. The **Sabbatical Guidelines** and the Sabbatical Application are available upon request or may be obtained from the [Office of the Provost's website](#).

Please submit your electronic applications with all signatures to: AA-BAP@usf.edu.

Please take particular note of the University's and the sabbatical holder's responsibilities as specified in the **USF Sabbatical Guidelines**. If you have any questions, please contact Madeleine Hershberger at ext. 4-2010 or via e-mail mhershberger@usf.edu.

xc: Academic Affairs Deans, and Directors