



THE UNIVERSITY of  
**MISSISSIPPI**

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*Interoffice Memorandum*

**OFFICE OF THE PROVOST**

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**TO:** Academic Deans

**FROM:** Donna Strum, Associate Provost *DS*

**DATE:** July 29, 2019

**SUBJECT:** Sabbatical Application Process

The editable Adobe form, Application for Sabbatical Leave, is available under Announcements and News on the Office of the Provost web page:

<http://www.olemiss.edu/provost/announcements.html>

In addition, a copy of the file is attached to this email. Applicants should complete and route this form to their chair with the information requested on the form. Either handwritten or electronic signatures are acceptable.

The Create Custom Report feature in the Faculty Activity Report system should be used to create a single five-year activity report (myOleMiss>Faculty>Faculty Activity, Create Custom Report is at the bottom left). This is done by setting the dates (e.g., August, 2014 through May 2019) and generating a report for combined years. You may then save this as html or rich text format. With rtf, a user may then remove redundancies and otherwise edit the report.

**For each faculty member, please email one PDF file to Donna Strum ([dswest@olemiss.edu](mailto:dswest@olemiss.edu)) and Susan Foust ([sfoust@olemiss.edu](mailto:sfoust@olemiss.edu)) by November 15 that contains the following:**

- application form
- description of sabbatical project (with any special evidence of competence)
- curriculum vitae
- single five-year faculty activity report
- statement of other compensation
- recommendation from chair
- recommendation from dean

Thank you.

DS/sf