

# UNIVERSITY OF MINNESOTA

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*Office of the Senior Vice President for Academic Affairs and Provost*

DATE: November 12, 2007

TO: Twin Cities Deans and Chancellors

FROM: E. Thomas Sullivan  
Senior Vice President for Academic Affairs and Provost  
Arlene E. Carney  
Vice Provost for Faculty and Academic Affairs

RE: Faculty Sabbatical Supplement Program Allocation 2008-09

We are pleased to announce that the Faculty Sabbatical Supplement Program will continue in the 2008-09 academic year to provide partial funding for faculty sabbaticals. This program provides funds to supplement up to the lesser of 30% or \$30,000 of the A- or B-base salary (not including fringe) for faculty that you recommend to receive this benefit. Faculty members who are tenured at the time of application may apply for faculty sabbatical supplement funds for two semesters (or 11 month A-base) or a one semester sabbatical (or 5.5 months A-base).

**You will be responsible for announcing this funding opportunity to your faculty.** Faculty wishing to apply for a Faculty Sabbatical Supplement Award would do so using the criteria and procedures established by your college or campus. Recall that salary supplement funds must also be matched by 1/3 using college or campus resources, which in turn expands our collective commitment to stimulating and supporting faculty sabbatical opportunities.

Attached is a spreadsheet allocating Faculty Salary Supplement Funds to each college and campus based on their proportion of the University's tenured faculty members. The total funds allocated remain at the full \$1 million from the central Faculty Sabbatical Supplement Fund. As in recent years, only funds requested by the college or campus in 2008 will be transferred, and any residual funds will be held centrally to be reallocated for expanded participation and related use.

**Please use the attached requisition form to indicate your requests for FY 2007-08.** These forms are due by **August 1, 2008** to allow you sufficient time to finalize your compensation decisions for FY 2007-08. For colleges that know they will *not* be utilizing their allocated funds, please inform us no later than **April 1, 2008** so that we may have the opportunity to reallocate further funds if warranted. **Please send your spreadsheet request electronically to Karen Zentner Bacig, [kbacig@umn.edu](mailto:kbacig@umn.edu).**

Last, the University has a history of underutilizing both sabbatical leaves (half paid, whether augmented by Faculty Salary Supplement funds or not) or single semester leaves (fully paid and administered under a separate program) for faculty in recent years. The memo announcing faculty single semester leaves was sent to deans and chancellors in September, 2007. If you haven't already

done so, **I encourage you to announce *both* of these opportunities to your faculty** to ensure that those eligible are taking advantage of these significant investments in faculty development. If you have questions or need further information, please don't hesitate to contact Karen Zentner Bacig, Associate to the Vice Provost for Faculty and Academic Affairs, at 612-624-5082. Further information on Faculty Development Leaves and the Faculty Sabbatical Supplement Program is available at the following web sites:

- Faculty Sabbatical Supplement Program  
<http://academic.umn.edu/provost/faculty/leaves.html>
- Regents Policy: *Employee Development, Education, and Training*  
<http://www1.umn.edu/regents/polindex.html#6>
- Administrative Policy/Procedures: *Granting Faculty Development Leaves*  
<http://www1.umn.edu/ohr/policies/leaves/facleaves.html>

Thank you.

Attachments: 2

C: Robert J. Jones, Senior Vice President for System Academic Administration  
Frank Cerra, Senior Vice President for Health Sciences  
Carol Carrier, Vice President for Human Resources