



UNIVERSITY OF MARYLAND AT COLLEGE PARK


COLLEGE OF COMPUTER, MATHEMATICAL AND PHYSICAL SCIENCES

January 18, 1995

OFFICE OF THE DEAN

MEMORANDUM

TO: Dr. Marvin Leventhal, ASTRO
Dr. Satish Tripathi, CSD
Dr. Michael Brown, GEOL
Dr. Raymond Johnson, MATH
Dr. Robert Hudson, METO
Dr. Steven Wallace, PHYS

FROM: Richard H. Herman, Dean 

SUBJECT: Sabbatical Leave Requests

Applications for sabbaticals have, in the past, been highly non-uniform in their timing of projects to be accomplished, and, in statements by you as chairs, as to the relative importance you attach to the project and your assessment of the possible success of the project. So, for all requests I am asking that the packets include:

- 1) a letter from the candidate stating clearly what he or she will accomplish during the sabbatical period,
- 2) an up-to-date CV,
- 3) a letter of invitation as appropriate,
- 4) a letter from you indicating both your approval and the priority you attach (highest, high, general approval) to the application, and
- 5) an indication that educational contributions by the department are covered.

For your information, the University Policy and Procedures is on sabbatical leave, on pages 36-38 of Volume I of the Faculty Handbook. The present applications are nominally due six months prior to the leave date, i.e. February 17 for F/95. Considering the additional information asked for, I will extend the deadline for F/95 leaves by one month to March 17, 1995.

RHH/klf

cc: Dr. Azriel Rosenfeld, CFAR
Dr. Joseph Ja'Ja', UMIACS
Dr. James Yorke, IPST
Dr. Victor Granatstein, IPR