

K A P I ' O L A N I C O M M U N I T Y C O L L E G E

Instructional Services Office

Memorandum

November 15, 2005

TO: Faculty

FROM: Louise Pagotto
Acting Vice Chancellor for Academic Affairs

SUBJECT: APPLICATION FOR SABBATICAL LEAVE FOR AY 2006 – 2007

It is that time of the year to think about sabbatical leave.

Eligibility: Only tenured Faculty Members at Rank 2 or above may be eligible for a sabbatical leave after six (6) years or twelve (12) semesters of full-time creditable service with the University. Any leave of up to thirty (30) days will not constitute a break in service. Credit toward sabbatical leave is computed in units of not less than a full semester for I and C Faculty Members provided that I and C Faculty Members appointed effective on October 1 or February 1 of the respective semesters shall have such semester count as a full semester. All other classifications shall compute service from the most recent date of hire. Full-time creditable service refers to full-time active duty service at the University. [Article VIA, Sabbatical Leaves]

However, because the collective bargaining agreement specifies that leave requests deferred because of a lack of funding have priority over subsequent requests, faculty interested in sabbatical leaves should continue to file requests.

All applications for sabbatical leave shall be received by the appropriate dean in accordance with due dates below to ensure that necessary arrangements to meet college needs are made.

Please submit a sabbatical leave application to your appropriate dean.

Period of Sabbatical Leave	Due Dates
Formal application for 2006 – 2007 academic year or fall 2006 semester (Form 37A)	January 3, 2006
Intent to apply for spring 2007 semester only A brief statement indicating intent to apply and purpose of your leave request. This brief statement of intent is required as a condition/requirement for submitting a formal application for spring 2007.	January 3, 2006
Formal application for spring 2007 (Form 37A)	May 6, 2006

Application for Sabbatical Leave forms (Form 37A) can be found at:

4303 Diamond Head Road, Honolulu, Hawai'i 96816

Telephone: (808) 734-9515

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<http://www.hawaii.edu/apis/apm/pers/a9400.pdf>

Your cooperation in following these application procedures will assist us in our budgetary planning. Please don't hesitate to call your respective dean for further clarification or assistance.

LP:fm

c: Acting Chancellor Leon Richards
Interim Dean Dennis Kawaharada
Dean Carol Hoshiko
Dean Mona Lee