

Office of the Provost

CHANGES TO SABBATICAL PLANS

1. Faculty member discusses need for change to previously approved sabbatical plans with the Department Chair.
2. Faculty member completes [Sabbatical Change Request Form](#) and requests Dean and Department Chair approval.
3. Dean and Department Chair send their written approval to Eric Tillman (etillman@scu.edu) for review and verification with Laurene Skinner.
4. The Provost approves or denies the request.
5. After verification is complete, the Office of Research sends a revised sabbatical letter to the faculty member explaining any salary changes and/or additional agreements pertaining to the sabbatical change, including the Dean and Department Chair.
6. Laurene Skinner sends a copy to Human Resources, who initiates payroll changes.
7. Provost's Office updates records in faculty salary planning workbooks and faculty database.